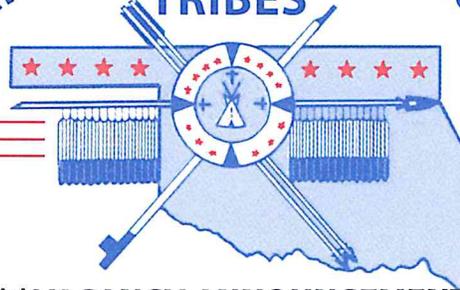


PERSONNEL

**CHEYENNE & ARAPAHO
TRIBES**

P.O. Box 167
Concho, OK 73022
(405) 422-7498
FAX (405) 422-8222



*****VACANCY ANNOUNCEMENT*****

Position: Transit Driver I, 2 Full-Time/Permanent
Program: Roads/Tribal Transit Program
Department: Department of Administration
Location(s): Residence (locale to Tribal Communities of Watonga, Canton, Seiling, Geary, or Weatherford)
Issue Date: November 29, 2016 **Closing Date:** Until filled

Duties and Responsibilities: The Transit Drivers shall fall under the direct supervision of the Transit Coordinator and shall be responsible for providing safe transportation of clients and riders for the route which delegated to operate. Under the Transit Driver's responsibility is the efficient and safe manner in which to operate transit vehicles, the required daily driver's inspections, preventative maintenance, and collection of fares. The Transit Driver must operate designated transit vehicle through varying weather conditions and must provide for the safety and well-being of the passengers. Incumbent shall effectively see to adhering to policies and procedures and other set guidelines to accurately deploy services to the general public and do so with a personal disposition. The Transit Driver shall be required to attend various training program to ensure compliance with federal and/or state requirements.

- Shall provide safe and efficient transportation for the patrons of the Transit Program
- Shall be required to work outside the Tribes' normal 8:00 AM – 5:00 PM schedule
- Must operate the bus on the designated route according to assigned schedule and may only redirect route with approval from superiors or as dispatched
- Shall respond to medical emergencies and injuries to passengers in a manner consistent with the guidelines of the Transit Program
- Conduct and document pre- and post- trip inspection of vehicles and equipment prior to and upon completion of daily assignments
- Shall have a personal disposition when interacting with patrons, showing respect and being courteous and responsive to passenger's requests
- Shall maintain assigned uniform and appear well-groomed as assigned routes

- Must keep necessary records, timesheets, ridership reports, inspection logs, maps, and various other tally sheets, and shall protect the integrity of said records through maintaining confidentiality
- Must be able to safely use the wheelchair lift provided and safely secure passengers who are in a wheelchair
- Must complete other tasks as assigned

Qualifications: The Transit Driver must possess, or be willing to attend various training programs to gain, a CPR and First Aid certification. Transit Drivers must pass a pre-employment drug screening process and subject to random drug testing. Incumbents should be able to prove to lift, at a minimum, 50 pounds, with no physical barriers from doing so. Applicants must possess the ability to communicate effectively to patrons and superiors any findings, incidents, activities, and daily responsibilities. At a minimum, the Transit Driver must possess a High school diploma and possible completion of a commercial driving training program and defensive driving program. Experience may be acceptable to be equivalent.

Salary: Negotiable depending on experience.

Application Procedure:

Submit Tribal Application, Diploma, Certifications, Licenses, and CDIB to:

Cheyenne and Arapaho Tribes

Personnel Department

P.O. Box 167

Concho, OK 73022

Or email: atisdale@c-a-tribes.org

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1(800) 247-4612 ext. 27498