



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Transit Bus Driver-Level 1**
SUPERVISOR: Tribal Roads Manager
LOCATION: LDF Transit Program
POST DATE: March 5, 2024
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to provide the safe operation of transit vehicles for the transportation of passengers. Different types of vehicles driven can transport between five (5) and fourteen (14) passengers.

Qualifications: High School Diploma or equivalent is required. Six months of previous experience and/or training. Must currently hold and maintain a Class D Wisconsin Driver's License and be insurable. Must have a minimum of five (5) years of uninterrupted driving experience with the last three (3) years being a clear driving record. **(This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)**

Salary: \$16.50-\$17.50/hr.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Transit Bus Driver – Level 1

B. DEPARTMENT: LDF Transit Program

C. SUPERVISOR'S TITLE: Tribal Roads Manager

DESCRIPTION OF DUTIES: Perform pre and post trip inspections of transit vehicles, collect fares, ensure passengers are transported safely. Typical daily tasks and duties include but are not limited to:

1. Ensure all passengers are properly secured in appropriate seating (seatbelts, car seats, etc.)
2. Encourage and enforce safe boarding and exiting regulations with all passengers, to include educating parents in proper escorting methods for small children;
3. Ensure proper techniques of loading and unloading passengers. Assist all passengers on and off the bus as needed;
4. always Maintain a clean bus;
5. Perform daily pre-trip and post-trip inspections per state and federal DOT guidelines;
6. Understand and adhere to duties as a Mandated Reporter per State and Federal guidelines;
7. Verify bus fares with the dispatcher and Driver's Deposit and deposit fares with the dispatcher daily;
8. Provide emergency assistance and aid to passengers in distress;
9. Observe the rules of the road and drive with caution;
10. Enforce bus rules and regulations per program guidelines;
11. Must attend all required meetings and trainings.

D. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with all Tribal departments and programs.
2. **External:** Daily contact with customers.

E. SUPERVISORY RESPONSIBILITIES: None

F. SUPERVISION RECEIVED: Regular supervision from Shift Supervisor. Minimal supervision from Tribal Roads Manager.

G. EDUCATION: High School Diploma or equivalent is required.

H. EXPERIENCE: Six months of previous experience and/or training preferred. Must have a minimum of five (5) years of uninterrupted driving experience with the last three (3) years being a clear driving record.

I. SKILLS:

1. Requires the ability to compile, assemble, copy, record, and transcribe data.
2. Requires the ability to exchange information with clarity.
3. Can explain, demonstrate, and help others within well-established policies, procedures and standards.

4. Requires the ability to utilize a wide variety of reference, descriptive or advisory data and information.
5. Must be able to add, subtract, multiply and divide.
6. Must be able to carry out instructions in written, oral or diagram form.
7. Although a semi-standard routine work, the job does require the ability to exercise independent judgement, decisiveness and creativity involving a variety of pre-defined duties.
8. Must always use proper radio/phone etiquette and demonstrate exemplary customer service.
9. Basic computer skills.
10. Must be able to multi task and prioritize tasks efficiently.

J. SPECIAL REQUIREMENTS:

Employees are subject to Federal Transit Authority (FTA)- Department of Transportation (DOT) Drug and Alcohol testing and employment will be contingent on the results of such testing. Must successfully pass a Caregiver background investigation and a reference check with previous employers. Must not have been found guilty, pled guilty or no contest to any offense under any Law involving crimes of violence, sexual assault, molestation, exploitation, contact, prostitution, or crimes against persons. Must have a minimum of five (5) years of uninterrupted driving experience with the last three (3) years being a clear driving record. Must possess or can maintain First Aid and CPR certification. Must complete 60 minutes of FTA approved drug and alcohol awareness training within the first week of employment. Must maintain a proper use of Fire Extinguisher certificate within six (6) months of employment. Must be able to work beyond the regular work schedule, weekends, and holidays if needed.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Majority of the responsibilities are performed inside a vehicle either stationary or moving.
2. **Exposure to Hazards:** Regular hazards that come from driving a vehicle as well as additional frequent exposure to chemicals, fumes, loud noises in an industrial garage.
3. **Physical Requirements:** Prolonged sitting.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Transit bus driver Level I to perform in both a professional and personable manner. The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter as this program is safety-sensitive and subject to FTA-DOT policy. Criminal background check required applicable to

the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee **Date**

Manager **Date**

Previously signed
Tribal Administrator **Date**

Previously signed
HR Director **Date**