



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Transit Bus Driver-Level 1 (Full-Time)**
SUPERVISOR: Tribal Roads Manager
LOCATION: LDF Transit Program
POST DATE: February 8, 2023
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: Graduation from high school or GED, supplemented by 6 months of previous experience and/or training. Must currently hold and maintain a Class D Wisconsin Driver's License. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

Salary: \$16.50/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: Graduation from high school or GED.

H. EXPERIENCE: 6 months experience preferred.

I. SKILLS: Requires the ability to compile, assemble, copy, record, and transcribe data. Requires the ability to exchange information with clarity. Can explain, demonstrate, and help others within well-established policies, procedures and standards. Requires the ability to utilize a wide variety of reference, descriptive or advisory data and information. Must be able to add, subtract, multiply and divide. Must be able to carry out instructions in written, oral or diagram form. Although a semi-standard routine work, the job does require the ability to exercise independent judgement, decisiveness and creativity involving a variety of

