



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

BUS DRIVER

Position Description

Opens: October 24, 2018
Closes: December 31, 2018

Department:	Planning & Community Development	Reports to (title):	Transportation Manager
Job Code:	N-7	Job Location:	Bois Forte Tribal Government Nett Lake, MN
Pay Range:	Min: \$12.39 Mid: \$15.49 Max: \$18.59	Supervises:	None
Hours/week:	Varies – including evenings and weekends	Classification:	Non-Exempt
Type of Position:	This position is On-Call, but may become Part-Time or Full-Time depending on needs of department	Effective Date:	01/01/2017
		Revised Date:	12/27/2016

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Bus Driver will provide safe transportation, transporting passengers over specified routes to local or distant points according to time schedule.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Drive transit vehicles as scheduled by Transit Dispatcher.
2. Work directly with the public; assist passengers with baggage (as needed); record and collect tickets or cash fares.
3. Regulate heating, lighting, and ventilating systems for passengers’ comfort.
4. Comply with local traffic regulations; report delays or accidents.
5. Document information for federal reporting (i.e., number of adults, elderly, riders, etc.).
6. Perform daily routine bus inspections, keep vehicle filled with gas, check oil and keep vehicle clean.
7. Maintain and submit records such as preventative maintenance log, mileage and fuel log.
8. Equipment Maintenance; performing routine maintenance such as fluid levels checks, change oil and filters, etc.
9. Clean bus inside daily. Clean bus outside as needed.

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10. Perform other duties as required by the regulations, policies and procedures of the program, or as assigned by Supervisor.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Entry level: One-year certificate from college or technical school. Alternatively, three to six months experience with minimum of 240 hours of driving time with transit, with no disciplinary actions.• Experienced level: Twelve months related experience, with minimum of 360 hours of driving time with transit, with no disciplinary actions. |
| Education: | <ul style="list-style-type: none">• High school diploma or GED. |
| License/Certification: | <ul style="list-style-type: none">• Must have current CDL driver's license with passenger endorsement or within 90 days of hire.• Must be insurable under the RTC Auto Policy.• Ability to obtain a DOT medical card for driving within 90 days of hire |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Ability to work sporadic on-call hours, as needed.• Knowledge of values, lifestyles and culture of Ojibwe people and the ability to work in inter-cultural situations and environments.• Ability to perform each essential duty satisfactorily.• Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.• Ability and willingness to attend Defensive Driving or other FTA mandatory training.• Must submit to random drug testing as required under the Bois Forte Personnel Policy and MnDOT Drug & Alcohol policy.• Ability to perform other duties as assigned.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. |

PREFERRED QUALIFICATIONS

- One to five years of experience.

WORK ENVIRONMENT

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| Work environment: | The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Limited overnight travel may be required from time to time. |
| Physical demands: | The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision |

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abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

Mental demands: The employee must be able to multi-task and interact with a wider variety of people.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a fair credit reporting act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.