

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION

P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT

Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
Fax: (208) 478-3950

POSITION DESCRIPTION

TITLE: Transit Bus Driver
DEPARTMENT: Transportation
SALARY: \$14.04 G7/ S1 DOE CONDITIONAL UPON SUCCESSFUL 90 DAY PROBATIONARY EVALUATION
OPENS: October 11, 2021
CLOSES: October 22, 2021
CAREER STATUS: NON-EXEMPT – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL PURPOSE

This position is within the Transit Department of the Department of Transportation. Drives buses, vans and other transportation vehicles to transport public to and from various locations to services within the Fort Hall Indian Reservation and beyond.

SUPERVISION

This position functions under the direct supervision of the Transit Coordinator and the general direction of the Technical Services Manager and Transportation Director.

DUTIES AND RESPONSIBILITIES

Drives transit vehicles (individual and central loading) areas to Tribal governmental services, tribal stores and other services as assigned or scheduled.

Assists disabled passengers into and out of vehicles.

Secures passengers wheelchairs to restraining devices and stabilize wheelchairs during trip.

Operates radio or similar device to communicate with base station or other vehicles to report disrupt of services or other needs.

Cleans and services vehicle with fuel, lubricants and accessories. Must have the knowledge to be able to perform general maintenance of transit bus assigned or used: i.e; check oil and fuel levels, check safety equipment on bus, keep clean and serviceable, etc.

Transit Bus Driver

Keeps records of trips, number of passengers (pick-up/drop-Off) locations of each passenger and driver is responsible for collecting fares at the time of service. Reports inappropriate behavior of passengers.

Customer Service – Manages difficult or emotional customer situations: responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Reports needs of vehicles for additional repair or services to coordinator.

Provide unparalleled customer services to passengers needing service.

Must maintain a valid driver's license and be insurable with the tribes' insurance carrier and any other required training and certifications.

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Conducts self with a professional mannerism that will bring credit to the Tribal Government.

Performance Standards and competencies include, but not be limited to:

- Ability to communicate clearly and concisely, both orally and in writing.
- Establishes and maintains effective working relationships with job contacts.
- Quality of program planning and evaluation.
- Compliance with Tribal Management Systems

Duties and responsibilities will include other activities and areas as needed to carry out position functions. Asks for and offers help when needed.

QUALIFICATIONS

Must have and maintain a Driver's License or CDL license; preferably with passenger endorsements.

Must be insurable through the tribes' insurance carrier throughout employment.

Must be able to work various shifts, holidays, weekends as scheduled.

Must have a good knowledge of the Fort Hall Indian Reservations, its districts, residents and services.

Must be able to attend and pass all training/certifying courses.

Must provide a copy of high school diploma or G.E.D. equivalency.

Applicants with knowledge of the Privacy and Freedom of Information Act and other laws applicable to the position are preferred.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual Section 1260.

IMPORTANT APPLICATION CRITERIA

Transit Bus Driver

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications requires a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, official college transcripts from an accredited college listing degrees earned and other supporting documentation that verifies required qualifications. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-05-0732.

The Shoshone-Bannock Tribes will conduct a criminal and employment background check on new employees to ensure suitability for the position applied to.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Personnel Department, P.O. Box 306, Fort Hall, ID 83203. Applications are accepted until **5 p.m.** on the closing date.