

# 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

## JOB ANNOUNCEMENT

**TITLE:** Transit Bus Driver  
**DEPARTMENT:** Transportation  
**SALARY:** \$14.61 Grade 7/ Step 1  
**OPENS:** February 19, 2024  
**CLOSES:** March 1, 2024  
**CAREER STATUS:** **NON-EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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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.**

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### 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.

**Transit Bus Driver**

**Approved 2/9/24 DA3296**

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.

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 Lead bus driver or 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.
- Ability to be self-motivated and show initiative all at times.
- 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 be reliable.

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.

### **IMPORTANT APPLICATION CRITERIA**

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

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at [www.sbtribes.com](http://www.sbtribes.com). Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

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

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

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