

Kiowa Tribe – Job Opportunity

Below you will find the job opportunity, qualifications, and requirements. To be considered for the position you must fill out a Kiowa Tribe Employment Application available at the Kiowa Tribal Complex, or may be found at www.kiowatribe.org/job-vacancies. The Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	Bus Driver/Custodian	Posting Date:	10/04/2019	Closing Date:	Open Until Filled
Department:	Head Start	Status:	Regular Full-Time	Readvertisement	
Duty Location:	Lawton, OK	Salary:	\$9.00 - \$14.00 per hr.		

Job Summary:

The Bus Driver/Custodian is under the immediate supervision of the Transportation/Facilities Manager and is responsible for compliance with Head Start federal, state, and tribal regulations, including but not limited to Head Start Performance Standards and transportation requirements, Model Tribal Head Start Health and Safety Code, DHS Child Care Licensing requirements, and State Bus Driver Standards. Maintains a clean and safe environment in Head Start facilities, vehicles, outdoor areas, storage areas, and safe shelters. Provides safe transportation for Head Start children, families, and staff. Conducts child passenger checks before leaving to ensure that all children are in age appropriate child safety restraints and checking before exiting the vehicle to ensure no children are left on the vehicle. Keeps the bus clean and in proper working condition at all times. Maintains all transportation and maintenance records required by the program.

NOTE: The Kiowa Tribe provides a comprehensive benefits package including: leave benefits, (13) paid holidays, health insurance plan providing eligible employees access to medical, dental and vision care insurance benefits, \$25,000 Basic Life and \$25,000 Basic AD& D insurance coverage at no cost to employees, and 3% employer contribution into the Employee Savings Trust Plan (401k.)

THIS AMENDS JOB OPPORTUNITY FOR TWO (2) POSITIONS TO BE FILLED: 1) ANADARKO, AND 2) LAWTON, OKLAHOMA.

Qualifications:

High School diploma or GED equivalent.
Valid Oklahoma State Commercial Driver's License (CDL) required
Commercial Driver's License (CDL), required with a Passenger School bus (PS) endorsement preferred or have the willingness with ability to attain the endorsement.

Basis of Rating: An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.

Requirements:

Must possess a Valid Oklahoma State Commercial Driver's License (CDL) and insurable for liability insurance under the Kiowa Tribe's Policy.
Must pass an Oklahoma Bureau of Investigation Criminal Background check with fingerprinting and DHS Criminal Background Review with no felony convictions.
Current Physical Exam is required with current immunization record including annual TB test.
First Aid/CPR certification will be required to be obtained within 90 days.
All Head Start staff are required to complete Food Handler's certification.
Must pass a pre-employment drug and alcohol test. All tribal positions are subject to random drug testing in accordance with the Kiowa Tribe's Drug-Free Workplace Policy.

Application Procedure:

Submit the following:

- A current Kiowa "Job Application"
- A copy of Indian Preference Form 5-4432, if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Kiowa Tribe HR Dept.	PO Box 10 Carnegie, OK 73015	(580)654-6317	(580)654-2855	hr@kiowatribe.org