KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiiowatribe.org/job-opportunities

<table>
<thead>
<tr>
<th>Job Opportunity#: KTJA-22-31</th>
<th>Opens:06/30/2022</th>
<th>Duty Location: Lawton, OK</th>
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</thead>
<tbody>
<tr>
<td>Position Title: Transit Driver</td>
<td>Closes: OUF</td>
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<tr>
<td>Salary Rate: $9.72 - $12.00 per hour</td>
<td>Position: Regular Full-time</td>
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<td>Category: Non-exempt</td>
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**JOB SUMMARY:**

The Transit Driver works under the supervision of the Transit Director. The Transit Driver will be available for discussion on situations by the instructions to determine appropriate course of action. The Transit Driver will be in charge of transporting passengers to and from their destinations in a safe and timely manner.

**Goal:** To safely assist with transportation to and from their destinations for the Kiowa Tribe.

**Reports To:** Transit Director

**HOW TO QUALIFY FOR THE JOB:**

**Education:** High School Diploma and/or GED

**Experience:**

- Must be computer literate.
- Must be able to use cell phone to log into passenger information.
- Pickup passengers at a designated location and transport to desired destination.
- Use google maps to get most appropriate route.
- Oversee the operations of vehicle safety and mobility.
- Keep records of all daily log sheets and vehicle maintenance check sheet.
- Daily reports must be submitted to Transit Director and Dispatcher.
- Any other duties assigned by the Transit Director.

**EMPLOYEE BENEFITS AVAILABLE:**

- Leave benefits, (13) paid holidays
- Medical, dental, and vision care benefits
- $25,000 Basic Life and $25,000 Basic AD&D insurance coverage at no cost to employees
- 401k with 3% employer contribution into the Employee Savings Trust Plan, when you enroll

**WHAT ARE THE JOB REQUIREMENTS?**

- Must possess a valid Oklahoma state driver’s license and be insurable under the Kiowa Tribe’s Driving Policy
- Must submit to and pass a pre-employment background check and pre-employment drug test
- Positions are subject to random drug testing according to the Tribe’s Drug-Free Workplace Policy

**HOW TO APPLY:** Submit a Kiowa Tribe Application + Copy of valid Oklahoma state driver’s license Copy of Indian Preference form 5-4432 OR valid federally-recognized Tribal I.D. College Transcripts OR Certificates of Completion (if required to qualify).

Submit To E-mail: hr@kiowatribe.org  Phone: 580-654-6464
OR drop off at: 100 Kiowa Way, Carnegie OK 73015

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.

Executive Director Signature: ____________________________  Date: ____________________________