

FORT BELKNAP INDAIN COMMUNITY

Fort Belknap Transit Service

258 Agency Main Street

Harlem, MT -59526-

406-353-2447

TITLE: Driver II

STATUS: FT/Permanent

DEPARTMENT: Transit

SALARY: \$20.00

PROGRAM: Fort Belknap Transit

TYPE: FT/Permanent

SUPERVISION RECEIVED: Incumbent works under the general supervision of the Transit Manager.

SUPERVISION EXERCISED: None

GENERAL DESCRIPTION OF DUTIES:

This is a full time position working for the Fort Belknap Transit Service within the Fort Belknap Indian Community. The individual in the position of Driver I must be interested in self-growth with a willingness to be trained. The primary responsibility of the Driver is to operate Transit Vehicles and transporting passengers on designated routes following scheduled times with detailed logs and notes.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Shall transport passengers along a designated route in a safe and timely manner.
- Perform general maintenance and safety checks: lights, turn signals, tires, etc.
- Assist passengers with boarding, seating, and exiting transit vehicle.
- Responsible for and capable of operating lift and/or ramp equipped vehicle.
- Operate wheelchair lift and secure wheelchair passengers as required.
- Wash Vehicles (Interior and Exterior).
- Shall work other duties assigned.
- Notify staff 24 hours in advance for replacement.
- Go into building where bus stop is designated.
- Turn in vehicle logs weekly.

JOB SPECIFICATIONS:**Minimum Qualifications:**

- Must possess a valid Montana CDL with Passenger Bus Endorsement.
- Must be able to drive a 16 passenger bus weighing 19,600 lbs.
- Clean DMV record.
- High School education or GED.
- Must pass a background check.
- Must pass a Urine Analysis.
- Must have computer skills.
- Must be CPR and First Aide certified.
- Able to work in a seated position for long periods of time.
- Able to lift 50lbs.

ADDITIONAL REQUIREMENTS:

Incumbent must be eligible at ordinary and reasonable cost, for inclusion with the Tribal Master Insurance Policy. Incumbent will be subject to and not test positive to initial and periodic drug testing. Will start at \$18.00 per hour until probationary period has ended.

PUBLIC RELATIONS:

Important attributes of any employee of the Fort Belknap Indian Community along with the official performance of duties, are personal appearance and public relations. Each employee is expected to be well informed about the tribe, pleasant, courteous, cooperative, dress appropriately, and act in a manner to command respect of co-workers, and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the tribe.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work to be performed as this position will also be responsible for other duties assigned.

IMMIGRATION REFORM AND CONTROL ACT

Required that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.