



White Earth Reservation Tribal Council

P.O. Box 448

White Earth, Minnesota 56591

Tel. (218) 983-4646

Fax (218) 983-4343

White Earth Reservation Tribal Council Job Announcement

Position: Transit Bus Driver

Location: White Earth

Pay: \$14.33/hr

Benefits: Depending on status

Open: 04-17-17

Close: 04-21-17

Status: Part Time

The White Earth Reservation Tribal Council is seeking qualified candidates to transport passengers for the White Earth Reservation Public Transit Program to ensure the efficient and timely delivery of public to their destination.

- Operates a bus carrying passengers to and from designated locations to ensure safe and timely transportation delivery.
- Collects fares, tokens, or passes from passengers.
- Completes pre and post trip inspections and reports needed repairs.
- Cleans out bus at end of each shift, interior and exterior.
- Completes daily trip sheets and all other paperwork accurately and completely.
- Operates miscellaneous bus equipment including a wheel chair lift.
- Operates a two-way radio system and cell phone, keeping in contact with main office.
- Protects the confidentiality of information according to department policy and procedures.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills & Abilities:

- Knowledge of area of operation and familiarity with roads and highways.
- Knowledge of laws and regulations relating to the operation of a vehicle within the State of Minnesota.
- Knowledge of and the ability to follow the policies and procedures of the White Earth Tribal Council and the Transportation Department.
- Knowledge of the demographics, culture, customs and geography of the White Earth Reservation.
- Knowledge of machines or equipment used regularly in the position: (Bus, two-way radio, cell phone, office equipment as needed.)
- Ability to drive vehicle assigned.
- Ability to make simple arithmetic computations and write legibly.
- Ability to work overtime as needed.

Qualifications:

- High School Diploma or GED
- A bus driver is required to have or obtain within the new-hire probationary period, a Commercial Driver's License (Class C) with a passenger endorsement.
- A DOT physical is required every two years and a copy of the motor vehicle record annually from Tribal and state agencies.
- Must have a valid Driver's License and insurance.
- Must timely attain Certificates for Transit, State, and Federal driver compliance Safety and Training as outlined in the Driver Education Program.
- As a safety sensitive position, one must comply with requirements set forth in Federal Transit Administration (FTA) 49CFR Part 655, and part 382 or part 40, Drug and Alcohol Program.
- Must be able to pass a criminal background check and drug screening.

Send applications to:

White Earth Tribal Council
Attn: Personnel
P.O. Box 418
White Earth, MN 56591

Download applications at:

www.whiteearth.com

EEO with Native Preference

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment
Background Checks performed*

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Terrance Tibbetts

SECRETARY-TREASURER
Tara Mason

DISTRICT I
Steven "Punky" Clark

DISTRICT II
Kathy Goodwin

DISTRICT III
Eugene "Umsy" Tibbetts