

LOWER BRULE SIOUX TRIBE RED TAIL EXPRESS JOB ANNOUNCEMENT

JOB TITLE: Part-time Transit Bus Driver

JOB CLASS: DOE

JOB SUMMARY: Under the direct supervision of the Transit Director, the Transit Bus Driver is responsible for operating buses in a safe and efficient manner. The Transit Bus Driver is responsible for the safety and well-being of him/herself, his or her passenger(s), and all other people on the road. The Transit Bus Driver reports to the Transit Director.

WORKING ENVIRONMENT: Work is performed in the field, operating the bus, contingent upon weather conditions. The Driver is exposed to noise, fumes, and various road conditions. Travel may involve to other locations out-of town, overnights may be required.

A Driver needs to have good oral and written communication, customer service, and decision making skills. Drivers should have the ability to operate buses efficiently and adhere to strict timetables. A Driver must not be easily distracted or become easily frustrated with mechanical issues, passenger behaviors, traffic, or dispatch requests resulting in delays and scheduling changes.

The Red Tail Express fully adheres to FTA Drug and Alcohol Testing Regulations, and strictly enforces a drug free workplace, including restrictions on some over-the-counter medications!

QUALIFICATIONS REQUIREMENTS

- Education: Possess high school diploma or G.E.D. equivalency certificate
- Experience: Previous bus driving experience is encouraged, but not required, to be considered for employment. Twenty-four (24) hours of On the-Job Training is required, before operating a bus without supervision. Further training, licenses, and certifications are required to operate a bus and maintain employment with Red Tail Express Transit. Basic computer/ iPad knowledge is helpful, and will be necessary for this position.
- Equipment: Drivers will operate vans, cut-away buses, sprinters, cell phones, wheelchair lifts, and other equipment, as necessary.
- Communication All drivers must have the ability to effectively use oral and written communications in performing duties and responsibilities

ESSENTIAL JOB FUNCTIONS

The Americans with Disability Act prohibits discrimination against a qualified individual with a disability. To be qualified for a Driver position, an individual must meet the following standards and be able to perform the essential functions and activities of the position. Drivers are required to perform wheelchair securements.

The essential physical activities for Driver positions involve the following balancing, pulling, pushing, standing, stooping, crouching, kneeling, sitting, and operating a bus. An individual in this position will be required to lift and carry weight ranging from 0 to 50 pounds.

The environmental conditions an individual in this position may be exposed to include indoor and outdoor weather conditions.

The essential sensory and communicative activities include feelings, seeing, speaking, hearing and smelling.

JOB DUTY OUTLINE

The following tasks are representative and not to be considered all inclusive:

1. Provide safe and efficient transportation for the passengers of Red Tail Express Transit
 - a. Operate the buses on scheduled times.
 - b. Pick up passengers on dispatched requests for transportation
 - c. Operate the buses on scheduled activities i.e. out-of-town, medical trips
 - d. Respond to medical emergencies and injuries to passengers, in a manner consistent with Red Tail Express policies and procedures.
2. Maintain buses and vans
 - a. Conduct a thorough pre-trip inspection of the vehicle, prior to operation on a daily basis
 - b. Close all windows at the end of a shift
 - c. Pick up trash or other items deemed trash
 - d. Fuel buses, as necessary
 - e. Conduct a post-trip inspection, after each shift
 - I. Check for vehicle damage
 - II. Monitor oil change requirements
 - III. Report all issues to mechanics/Operations Manager
 - IV. All reports to mechanics must be detailed and thorough, with complete explanations
 - V. Report all damage accordingly, with management
 - VI. Promptly report and document any, and all lost or found articles
3. Services, responsibility to passengers and citizenry
 - a. Courteous and respectful behavior
 - b. Responsive to passenger requests
 - c. Safe, cost effective use of Red Tail Transit resources
4. Create and maintain a supportive work environment
 - a. Treat other employees with respect
 - b. Promote a positive work environment
 - c. Communications
 - I. Keep yourself and others informed of work
 - II. Work together to resolve issues and conflicts
 - d. Maintain Professional Records
 - I. Reconcile trips with fares.
 - II. Financial, bus pass records
 - III. Appropriate use of time clock
5. The physical and mental requirements, are of utmost importance to ensure safe passenger transport and care.

1. Physical The Driver position requires lifting and guiding wheelchair passengers onto the wheelchair lift, and properly securing the tie-downs for wheelchairs. In addition, drivers must assist any passenger with special needs, in boarding and exiting the vehicles. This work requires Drivers to bend, stoop, crouch, and a physical lifting requirement of 30 lbs. In the event of an accident, Drivers are responsible for safely removing the passengers on-board the bus. Drivers must be physically able to crawl underneath, or get down to the ground to look for damage to the underside of the buses, during pre-trip and post-trip inspections. Please note: Keys to the vehicle are to be in the drivers pocket at all times, during a pre-trip inspection.
2. Mental: Drivers are expected to be mentally stable and prepared for any situations that may arise, while they are transporting passengers. Drivers are encouraged to think, before they act and apply training. Knowledge, and organizational policies and procedures.
6. The successful candidate/employee will be required to adhere to Appendix One-Drug and Alcohol Free Work Place Policy (pages 34-35) approved by the Lower Brule Tribal Council May 7, 1997. In addition to the tribes adopted policies, the candidate/employee will be required to comply with 19 CFR Part 655-Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations.

TO APPLY:

Complete LBST application, attach resume, transcripts, copy of degree and other pertinent information and submit to:

**Human Resources Office
Lower Brule Sioux Tribe
187 Oyate Circle
Lower Brule, SD 57548**

Opening Date: 2/24/2022

Closing Date: Until Filled