

RE-ADVERTISED

Vacancy Announcement #17-063

Position: Transit Driver (2)
(Part-time)

Salary: Grade 9/0 (CDL-C or B) (\$20,515)
Grade 15/0 (CDL-A) (\$25,218)

Program: Oglala Sioux Transit

Location: Pine Ridge, SD

Opening Date: November 6, 2017
Closing Date: November 20, 2017

General Description of Duties:

The Transit Driver will be trained to operate buses and mini-buses/vans, implement duties pertinent to the position, observe and obey transportation regulations, and any other pertinent training related to the operation of a Transit system. The Transit Driver will operate gas or diesel buses, mini-buses or vans on routes for OST Transit Program. This position is classified as a Sensitive position and is subject to more stringent Drug Screening and Background Checks. **At the end of the 90 Day Probationary, if the Transit Driver with a CDL-C or B has taken and passed all training, the Transit Driver will be transferred to a Transit Driver Grade 15/Step 0.** The Transit Driver shall be under the direct supervision of the Transit Coordinator.

Specific Duties:

1. At start of shift, obtains route assignment, passenger log, pre and post inspection vehicle forms and transfer ticket packet.
2. Conducts a pre-inspection of bus/van to observe any visual defects and checks operating systems—brakes, horn, windshield wipers, lights, first-aid kits, emergency flashers, and door-opening devices before starting trip.
3. Checks with dispatcher for operation of available communication system.
4. Reports to starting point of assigned route five minutes before scheduled departure time.
5. Picks up and discharges at Transit stops or stations, following prescribed company service route and safety rules. Announces stops. At end of route, checks bus/van interior for any forgotten personal items and removes any large waste items. Conducts a post-inspection of the bus/van upon completion of route.
6. Collects fares and prepares transfers for persons to go on other routes. Answers questions about fares, routes, and service.
7. Helps elderly or disabled persons to enter and exit the bus/van.

8. Reports emergency or imminent safety conditions to dispatcher via available communication system.
9. Completes passenger log at completion of shift, noting any safety items, customer complaints, or comments.
10. Complies with local and Tribal traffic regulations
11. Reports accidents immediately to dispatcher, requesting police or ambulance service as needed. Assists injured persons from first-aid kit until services arrive. Completes company accident report.
12. May be assigned to switch buses around bus yard or move buses in and out of maintenance line.
13. Random drug and alcohol testing per the Federal Transit Administration (FTA) of the U.S. Department of Transportation (U.S.DOT) as published in regulations 49 CFR Part 40, as amended and 655.
14. All other duties as assigned.

Requirements and Knowledge:

1. Friendly, customer-oriented personality.
2. Must be and remain alcohol and drug free. Candidates must pass a pre-employment drug screening.
3. Must have physical strength adequate to maneuver the bus/van and assist passengers.
4. Must be able to work independently, and must be willing to work shifts that vary from day to night and may operate seven days a week. Driving commuter runs may result in working split shifts.

Qualifications:

1. Must have a High School Diploma or GED Certificate.
2. Must have a valid Commercial Driver's License with a Class C with **current Medical Certification**.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.