

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Transit Driver/Maintenance

**Department:** Bad River Transit

**Hourly Rate:** \$15.00

**Full Time:** 40 Hrs/Week

**Exempt:** No/Hourly

**Supervisor:** Transit Manager

**Posting Date:** In-House

**Opens:** May 16, 2024

**Closes:** May 22, 2024, at 4:30 PM

**Posting Date:** Public

**Opens:** May 24, 2024

**Closes:** June 7, 2024, at 4:30 PM

**Posting Date:** **Public**

**Opens:** **June 12, 2024**

**Closes:** **Open Until Filled**



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**Summary:** The Driver will maintain continuous public and employment-related transportation to all reservation community members including mobility-impaired individuals.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- The Driver will be responsible for the transportation of passengers to the designated location on the area service route.
- Will collect and record rider fares, sell bus passes and perform daily inspections of transit vehicles and wheelchair lifts.
- Will maintain daily logs which include hourly passenger count, mileage, deviations, and incident reports.
- Will operate transit vehicles on daily and weekly schedules, including nights and weekends, while coordinating service connections to the local (BART) bus schedules.
- Will implement Tribal Transit Policies and procedures to ensure passenger safety, public safety, and courteous services.
- Will ensure that all Tribal Transit System Program requirements are met.
- Housekeeping, oil changes, tire rotations on transit vehicles.
- Maintaining garage bays and bus shelters.
- This position is subject to funding on an annual basis.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

**Required:**

- High School Diploma or its equivalent.
- Must possess a good past work record.

**Other Skills and Abilities:**

**Required:**

- This is a required driver position.
- Must have a valid driver's license and meet eligibility for tribal insurance.
- Able to work independently with minimal supervision.
- Must possess good interpersonal skills and the ability to relate well to passengers with objectivity and courtesy.
- Must be willing to work evenings, holidays, and weekends

**Background Check:**

- This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
- This is a required driver position, must possess a valid state driver's license, and meet eligibility for Tribal insurance.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. This position requires sitting for extended periods, some standing, walking, bending, stooping, and lifting up to 25 lbs. on occasion. Must be physically able to operate the vehicle on a daily basis and maintain a scheduled route with en-route deviations on an as-needed basis. Must be physically able to observe all mandatory safety and traffic regulations and keep the vehicle clean.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

**Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe  
Attn: Human Resources  
P.O. Box 39  
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)