

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

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**Job Title:** Driver

**Department:** Bad River Transit

**Hourly Rate:** \$13.00                      **Part Time:** 30Hrs/Week or less

**Exempt:** No/Hourly

**Supervisor:** Transit Director

**Posting Date:** Public

**Opens:** January 7, 2022

**Closes:** January 14, 2022 at 4:30 pm

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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.

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. Other duties as assigned. 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. 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 caregiver background check when working with children and/or elderly.  
This position required for eligibility a required driver check, to meet eligibility for tribal insurance.

**Physical Demands:** The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires sitting for extended periods, some standing, walking, bending, stooping and lifting up to 25lbs. 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 the essential functions.

Subject to inside and outside conditions. The noise level in the work environment is usually moderate.

**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)