



Spirit Lake Tribe  
 P.O. Box 359  
 Fort Totten, North Dakota 58335  
 slthr@spiritlakenation.com

**Job Title:**

**Driver/Senior Services**

**Open Date:**

**February 27, 2018**

**Position Objective:**

**Major Duties & Responsibilities**

- Transport people within the geographic area.
- Collect passengers' contribution or the suggested price for transportation as posted in the bus.
- Keep daily records of rides, money collected, cost of the bus operations/vehicle maintenance, and turn in these records to the director weekly.
- Ensure proper maintenance, repair, and general cleanliness of the bus.
- Report all bus maintenance and repair requirements to the Director.
- Pick up meals from the main kitchen and deliver to the homes in (4) districts, keeping the Director informed of any updates on the name changes on the list.
- Must be able to lift (50) pounds.
- Must have and maintain a valid Commercial Drivers License.
- Treat all meal recipients and transportation customers with courtesy and respect.
- Other duties as assigned by Senior Services Director.

**Qualifications, Experience and education required:**

- Must be knowledgeable in operating a 12 passenger bus.
- Knowledgeable in operating a handicap lift and securing passengers in a wheel chair.
- Experience in working with the elders of the Spirit Lake Tribe.
- Must submit to a pre-employment drug test and will be subject to random drug testing.
- Must submit to a background check.
- Must be able to work independently with minimum supervision.
- High School Diploma or GED.
- Should have Mechanical experience in operating a 12 passenger bus.

**Job Role:**

Driver

**Company Industry:**

Spirit Lake Tribe

**Exempt/Non-exempt**

Exempt

**Closing Date:**

Until Filled

**Employment Status:**

Full- time

**Supervision**

Director of Senior Services

<b>Monthly Salary Range:</b>	\$10.00	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	One	<b>Classification: Exempt/Non-exempt</b>	Exempt
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	slthr@spiritlakenation.com
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-766-1203 or 701-766-1215	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		