



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[mkeo@spiritlakenation.com](mailto:mkeo@spiritlakenation.com)

**Job Title:**

**Driver**

**Open  
Date:**

**September 30, 2024**

**SL Program:**

**Senior Service Program**

**Close Date:**

**October 14, 2024**

**Position Objective: This position is responsible for providing transportation from one destination to another, performing daily pre-trip and post-trip vehicle inspections and report any vehicle faults and/or accidents to the Director. This position will also maintain related logs to document passenger count, vehicle issues, fuel intake and vehicle maintenance. This position will answer customer questions and complete other important tasks necessary.**

**Work is performed and duties are carried out in accordance with established policies and procedures.**

### **Major Duties & Responsibilities**

- Check fluids and tires on vehicles before starting, conduct inspections before, during and after operation to note damage of defects including body damage, tires, radiator, lights instruments brakes and other equipment; makes notes on defect sheet.
- Assist with packing and loading of the 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.
- Safely picks up and discharges passengers for program events, coordinates transfers, and restraints for passengers safety and comfort; regulates heating, cooling, lighting and ventilating systems for passenger comforts.
- Operate vehicle safely while observing passengers activities in the vehicle while in motion.
- Promotes positive relations by greeting meal participants and passengers in a pleasant and courteous manner.
- Deal with public in a pleasant and courteous manner and to remain calm in adverse weather conditions, crowded traffic conditions and when dealing with irate or disorderly meal participants and/or passengers.
- Demonstrate sensitivity to diverse group of individuals including the elderly and disabled.
- Accurately maintain records of equipment defects, passenger log and mileage logs; completes daily paperwork such as mileage logs, ridership for program events only, pre-trip reports, and submits reports to the Director weekly.
- Assists riders with entering and exiting the vehicle and buildings as necessary.
- Responsible for vehicle readiness by ensuring vehicle cleanliness.
- Responsible for completing safety inspection prior to operating the motor vehicle and reporting any safety related issues, and ensuring vehicle does not exceed capacity for weight, number of passengers, or cargo.
- Responsible for proper judgment of overhead and side clearances, turning radius, and braking distance.
- Responsible for performing basic repairs in emergency situations such as changing a flat tire, jumping a dead battery, checking and adding fluids.

- Must comply with all safety rules, laws and regulations pertaining to motor vehicle operation, and operate the vehicle on a safe manner avoiding hazardous conditions.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Must comply with Spirit Lake Tribe Personnel Policies & Procedures Manual.
- Attend meetings and training as required.
- Assist where needed in the department to include other program deliveries, fueling/cleaning vehicles and transporting for program events.
- Performs related duties as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of HIPAA requirements.
- Knowledge of motor vehicle operation rules, regulation and laws.
- Knowledge of safe driving practices including defensive driving techniques.
- Knowledge of the height, width, length and weight of the vehicle being operated.
- Knowledge of customer service principles.
- Knowledge of computers and job-related software programs.
- Ability to demonstrate self-motivation, service to the public, and a willingness to do a good job.
- Ability to operate a motor vehicle, demonstrate excellent driving skills and adhere to traffic regulations.
- Ability to drive safely in adverse weather conditions.
- Ability to operate a vehicle safely while observing passenger's activities in the vehicle while in motion.
- Ability to deal with public in a pleasant and courteous manner and to remain calm in adverse weather conditions, crowded traffic conditions and when dealing with irate or disorderly passengers.
- Ability to understand and carry out written and oral instructions.
- Ability to successfully complete a certified first aid class and to correctly apply training to passengers as required.
- Ability to accurately maintain records of equipment defects, passenger log and mileage logs.
- Ability to demonstrate sensitivity to diverse group of individuals including the elderly and disabled.
- Ability to lift 50 pounds and assist disabled persons in boarding and disembarking from the transit vehicle.
- Ability to work with personal computer and utilize a variety of software applications, including database and office software systems.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Ability to prioritize and shift priorities in a changing environment.
- Ability to organize the multiple demands of the job.
- Skill in the effective operation of a motor vehicle to include but not limited to drive, start, stop, turn, and back-up.
- Skill in reading and understanding road maps and/or other navigation resources.
- Skill in dealing with public and remaining calm in adverse weather conditions, crowded traffic conditions and when dealing with irate or disorderly passengers.
- Skill in carrying out written and oral instructions.
- Skill in dealing with diverse group of individuals including the elderly and disabled.
- Skill in exercising good judgment.

- Skill in establishing priorities, planning, and organizing work.
- Skill in use of personal computer and a variety of job-related software applications.
- Skill in oral and written communication.
- Skill in the maintenance of files and records.

**Physical Demand/Work Environment**

The work is typically performed while sitting in a vehicle or while intermittently standing or walking. The work is typically performed outdoors in varying weather, traffic, and road conditions.

While performing the duties of this Job, the employee is regularly required to sit; use hands and fingers to manipulate, handle, or feel; and, talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, and crouch. The employee must regularly lift and /or move up to light objects, and occasionally lift and/or move up heavier objects. Specific vision abilities required by this job include close, distance, color, peripheral, and color vision with depth perception.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervisory and Management Responsibility**

This position has no formally assigned supervisory responsibility or authority.

**Minium Qualifications**

- High school diploma or equivalent with 1-2 years of driving experience.
- Must pass a pre-employment drug test and will be subject to random drug testing.
- Must have physical ability to perform the essential functions of the job, lift 50 pounds, and assist disabled persons in boarding and disembarking from the transit vehicle.
- Must possess and maintain a current, valid, active and unrestricted North Dakota driver’s license throughout the course of employment.
- Must be insurable under the Spirit Lake Tribe driving policy.
- Must successfully pass a criminal and background check, and a pre-employment drug screen.

<b>Job Role:</b>	Driver	<b>Department</b>	Senior Services
<b>Exempt/Non-exempt</b>	Non-Exempt	<b>Closing Date:</b>	Until filled
<b>Employment Status:</b>	Part- Time	<b>Supervision</b>	Program Director
<b>Grade:</b>	9		
<b>Number of Vacancies:</b>	2		

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:rcrosswhite@spiritlakenation.com">rcrosswhite@spiritlakenation.com</a> or <a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a>
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<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>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	<p>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.</p>		