



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

<b>Job Title:</b>	<b>Transportation Driver</b>	<b>Open Date:</b>	<b>April 15, 2025</b>
<b>SL Program:</b>	<b>Employment &amp; Training</b>	<b>Close Date:</b>	<b>April 22, 2025</b>

**Position Objective:** This is a full time/ weekend driver position to provide public transportation from one destination to another. The driver will perform daily pre-trip and post-trip vehicle inspections and report any vehicle faults to the director. The driver will also maintain trip logs which give details like passenger count, route details and documents vehicle issues, fuel intake and vehicle maintenance in respective logs. The driver will also be required to collect fares, answer customer questions and other important tasks necessary to run a public bus/van smoothly.

**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.
- Operates a passenger bus or van over specified routes to local points on a designated schedule, safely picks up and discharges passengers, coordinates transfers, operate wheelchair lifts and restraints for passengers' safety and comfort; regulates heating, cooling, lighting and ventilating systems for passenger comforts.
- Promotes positive passenger relations by greeting passengers in a pleasant and courteous manner.
- Ability to demonstrate self-motivation, services to the public, and a willingness to do a good job.
- Ability to operate a vehicle safely while observing passengers' activities in the bus 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 demonstrate excellent driving skills and adhere to traffic regulations.
- 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.
- Keep Program Director informed of all changes in transit schedules.
- Transit buses are to stop at all railroad tracks within 50 feet of and not closer than 15 feet of tracks. Listen and look in each direction along the tracks for an approaching train.

- Completes daily paperwork such as mileage logs, ridership and pre-trip reports and submits reports at the end of each day to transportation dispatch.
- Must keep the bus or van in a clean condition (inside and outside).
- Will also assist where needed in the department to include dispatch, fueling/cleaning buses and transporting for special events.

**Qualifications, Experience and Education required:**

- Must have a minimum of a High School Diploma or GED.
- Two or more years' experience operating a transit vehicle.
- Must pass a pre-employment drug test and will be subject to random drug testing.
- Must possess and maintain a valid Class D Driver's License and a safe driving record, and be insurable under the SLT driving policy.
- No more than 3 points on the applicant's driving record and no felony record.
- Subject to a background check.
- Friendly, customer-oriented personality.
- Must have good communication skills.
- Physical strength to assist disabled persons in boarding and disembarking from the transit vehicle.
- Ability to physically perform the essential functions of the job and be able to lift 50 pounds.

<b>Job Role:</b>	Transportation Driver	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full-time	<b>Supervision</b>	Will work directly under the supervision of the Employment & Training Director.
<b>Grade:</b>	9	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	2		

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a>
<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>		