



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: **Until Filled**
Position Title: Transit Driver (Part-Time)
Location: Sitting Bull College, Fort Yates, ND
Salary: Support Staff Level IV
Supervision: Transit Coordinator & Transit Director

SUMMARY OF WORK:

Meet the mobility needs of passengers by providing safe, reliable, helpful and flexible public transit services.

DUTIES AND RESPONSIBILITIES:

1. Drive route as assigned; must meet scheduled pick-ups.
2. Must have a willingness to work a variety of shifts, including split shifts.
3. Assist in the boarding of passengers using wheelchairs or other mobility aids.
4. Complete and submit written reports concerning passengers and all accidents, and communicate with dispatch as required.
5. Clean vehicle at end of shift.
6. Fill diesel/gas and check oil each day.
7. Assist Coordinator with maintenance of the program vehicles and Transit Center.
8. Conduct daily vehicle pre-inspections and post-inspections and report findings to the Transit Coordinator.
9. Wash bus weekly - Friday shift or as needed.
10. Maintain vehicle and ridership logs and turn in to Finance Coordinator each day.
11. Collect passenger fares and turn in daily to Finance Coordinator.
12. Operate passenger scheduling systems.
13. Check Sitting Bull College e-mail messages daily.
14. Recruit passengers.
15. Promote program to the appropriate markets.
16. Provide friendly, helpful customer service to passengers.
17. Receive necessary training to provide safe and reliable service.
18. Other duties as assigned.

Qualifications:

1. Must be 21 years old or older.
2. Must be dependable and flexible.
3. Possess CDL with Passenger Endorsement driver's license.
4. Possess satisfactory driving record.
5. Pass medical examination requirements.
6. Pass Pre-Employment Drug and Alcohol Test and random testing.

7. Maintain good driving record.
4. Prefer one (1) year bus driving experience.

New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug and alcohol free. AA * EEO * M * F * V Employer

Please submit: Completed Standing Rock Public Transportation application, official transcripts (please white out birth date and social security number), 3 current reference letters (1 from immediate supervisor), Certificate of Indian blood (please white out photo, birth date, social security number), and Veterans Status to:

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

Any applicant not having the above documents enclosed will not be considered.