



**CHOCTAW REGIONAL TRANSPORTATION AND
MAINTENANCE FACILITY - STATE GRANT**

390 INDUSTRIAL PARK, SUITE 1
CHOCTAW, MS 39350

ADMINISTRATION: 601-650-7433 / 7428; MAINTENANCE SHOP: 601-650-7353 / 7426
OPERATION TRANSIT: 601-650-7417 / 7430; FLEET MANAGEMENT 601-650-7429
FAX 601-650-7442

JOB ANNOUNCEMENT #11-49-10

POSITION TITLE: Transit Driver

OPENING DATE: NOVEMBER 03, 2016 **NOV 03 2016**

CLOSING DATE: NOVEMBER 17, 2016 OR UNTIL FILLED

SALARY: Tribal Salary Grade 06

SUPERVISOR: Operations Supervisor, Choctaw Regional
Transportation and Maintenance Facility

TYPE OF EMPLOYMENT: Regular Full-Time Non-Exempt

JOB LOCATION: Choctaw Regional Transportation and Maintenance
Facility

SCOPE OF SERVICES:

The Transit Driver is under the supervision of the Operations Supervisor and operates public transit buses/vans in the Choctaw Regional Transportation service area to provide safe and timely transportation for customers using the transit services. Positions in this job classification are considered safety sensitive and are subject to drug testing, including random drug screens, in accordance with the rules and regulations of the Drug and Alcohol Policy.

DUTIES AND RESPONSIBILITIES:

1. Learns and knows all routes as well as fare structure.
2. Performs a complete pre-trip/post-trip inspection of bus/van.
3. Promptly informs Operations Supervisor of any safety concerns with the bus/van.
4. Completes the Choctaw Transit Daily Ridership report, including mileage of bus/van.
5. Collects all fares as customers board the bus/van.
6. Provides courteous and safe-driving habits at all times and adheres to all tribal, local, state and federal laws.
7. Must attend all training classes as scheduled to meet regulations including out of town training.
8. Must maintain schedule and times on routes assigned.

9. Operates wheel chair lift and assists handicapped in boarding, and provides proper securement to provide a safe ride.
10. Adheres to safety rules, regulations, policies, and procedures to ensure the well-being of Choctaw Regional Transportation customers and employees
11. Must maintain cleanliness of the bus/van, both inside and outside.
12. This is a safety sensitive position subject to the MBCI's Drug and Alcohol Testing Policy.

QUALIFICATIONS:

1. At least two years' experience as a bus operator.
2. Must have valid Commercial Driver's License Class B with Air Brakes endorsement, Passenger (P) endorsement, and School Bus (S) endorsement as well as submit to a Driver's License background check.
3. Must have a current Medical Examiner's Certificate form MCSA-5876 .
4. Must maintain a good driving record.
5. Minimum of high school diploma or GED.
6. Fluency in both Choctaw and English preferred.
7. Preference will be given to qualified Indian applicants.
8. Must be available for varying shifts.
9. Must have liability insurance on personal vehicle in compliance with Mississippi law.
10. Due to the nature of the position for *on call*, must have access to a telephone or cell phone.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section 11, (A), have been revised and approved as follows:

Further bolstering this Native American preference, to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained, or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case by case by basis.

The Authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to

other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by the Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which the waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

**Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350**