



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9454

JOB ANNOUNCEMENT #464282

JOB TITLE: Transportation Coordinator

OPENING DATE: JULY 31, 2026 JUL 31 2026

CLOSING DATE: AUGUST 07, 2026 OR UNTIL FILLED

SALARY RANGE: Negotiable

TYPE OF EMPLOYMENT: Regular Full Time, 260 Days

SUPERVISOR: Director of Schools

JOB LOCATON: CTS Transportation

SCOPE OF SERVICE AND EFFECT:

The Transportation Supervisor is responsible to provide direct assistance to the principals, drivers and program coordinators of the Choctaw Tribal School System to ensure safe, efficient, smooth, punctual and economical operation of the overall student transportation program.

DUTIES AND RESPONSIBILITIES:

1. Organize and manage school transportation operations for Choctaw Tribal Schools.
2. Collaborate with the Choctaw Transit Authority Manager for G.S.A. vehicles to ensure efficient, safe, and economical operations for school transportation.
3. Follow program requirements and guidelines promulgated by the Mississippi State Department of Education (Division of Transportation) assuring compliance with local, tribal, state, and federal laws, policies and standard procedures pertaining to school transportation.
4. Survey, assess, and recommend ongoing needs through on-site review, evaluation, inspection, and monitoring in accordance with standard policies and procedures.

5. Process centralized purchasing of approved requisitions in accordance with established tribal policies.
6. Submit prompt and accurate monthly G.S.A. vehicle reports regarding rental, mileage, fuel, and other authorized expenditures to Choctaw Transit Authority Manager.
7. Review DF-34 Accident Forms for accuracy and proper detailed completion of reports upon receipt from supervisors and forward to appropriate tribal personnel.
8. Conduct annual training needs assessment among school personnel; design and schedule training programs for mandatory certification requirements; and collaborate with staff development coordinator on these functions.
9. Provide recommendations to school administrators on formulating program budgets; review financial status of school transportation and custodial accounts; assure that proper controls are being maintained by schools for expenditures of funds.
10. Participate in the recruitment and selection of personnel for transportation services.
11. Review special program reports to State, BIA, and tribe concerning program operations.
12. Monitor and evaluate program functions and apprise school administrators of program status; make recommendations for improvements, as necessary.
13. Distribute program policies on school field trips, extended field trips, special events and activities, emergency medical care, and extracurricular activities.
14. Conduct on-site school visits to monitor program functions.
15. Serve as mediator between program personnel and supervisors regarding transportation programs.
16. Collaborate with Director of Schools in communicating information relating to tribal school operations from the Division of Schools to the Choctaw Agency Plan Management, State Department of Education, and Bureau of Indian Affairs.
17. Establish and administer schedules and procedures for ongoing maintenance of school transportation operations.
18. Collaborate with Plant Management for minor or emergency repairs.

19. Coordinate, manage, and schedule summer program operations and special activities; attend to transportation.
20. Call meetings, as necessary, and attend conferences requiring a representative of the Choctaw Tribal Schools.
21. Perform other duties as assigned by immediate supervisor or the Tribal Chief.

PHYSICAL DEMANDS:

Must possess good physical dexterity and have ability to perform manual tasks and body movement including climbing, lifting, reaching, stooping, bending, walking, standing, and carrying. Ability to lift 50 pounds of weight.

WORKING CONDITIONS:

Work outside and inside. Exposure to extreme temperatures, dust, toxic chemicals and materials; slippery or uneven walking surfaces; work on ladders, scaffolds, platforms, in ditches/excavations, on top of and underneath single story and multi-story buildings. Work alone and with other personnel.

QUALIFICATIONS:

1. High School Diploma or GED Certificate, or higher.
2. Be a member of the Mississippi Band of Choctaw Indians.
3. Required to obtain a valid Mississippi Class B, Endorsement P, Commercial Driver's License. Must attend 8 hours or sixteen hours in a regular school bus training course approved by the Mississippi Board of Education for initial certification.
4. Knowledge and experience with pupil transportation guidelines.
5. Preference for prior work experience as a bus driver and transportation advisor.
6. Strong organizational skills.
7. Excellent communication skills.
8. Knowledge of and familiarity with Choctaw communities.
9. Be able to read and write.
10. Employee in this position is subject to random drug testing.

11. Complete a criminal background check on county, state and national levels. Any record or conviction of criminal or child abuse will result in immediate termination.
12. Must possess a valid Mississippi Driver's License, personal liability insurance, and adequate transportation.

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

Notwithstanding this Native American Preference, MBCI will employ non-MBCI members only when no qualified member of MBCI can be recruited, trained, or upgraded for 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 basis.

The Authority to waiver Indian Preference Laws can only be exercised by the Committee on Human Resources, Training and Development, and 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 non-MBCI member can be made by the Committee only for as long as the non-MBCI member remains in the position for which the waiver was granted. That waiver does not apply to other openings for which the non-MBCI member or other Native American may have interest in or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and had no right to direct that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

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