



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 #461054

POSITION TITLE: Transit Driver Part - Time (2 Positions)
OPENING DATE: DECEMBER 06, 2024
CLOSING DATE: DECEMBER 20, 2024 OR UNTIL FILLED
SALARY: Tribal Salary Grade 07
SUPERVISOR: Operations Supervisor, Choctaw Regional Transportation and Maintenance Facility / Choctaw Transit
EMPLOYMENT TYPE: Regular Part-time; Non-exempt
JOB LOCATION: Community Regional Transportation & Maintenance Facility

SCOPE OF SERVICE AND EFFECT:

The Transit Driver is under the supervision of the Operation Supervisor and operates public transit buses and vans in the Community Regional Transportation service area to provide safe and efficient transportation for customers using the transit services. Positions in this job classification are considered safety sensitive and are subject to drug testing, including random alcohol and/or drug screening, in accordance with the rules and regulation of the Drug and Alcohol Policy. This position within the Transit Program is considered an essential department.

RESPONSIBILITIES AND DUTIES:

1. Learns and understands all routes as well as fare structure.
2. Performs a complete pre-trip and post-trip inspection of transit vehicle, also completes the Choctaw Transit Daily Ridership Report, including mileage of transit vehicle.
3. Promptly informs Operations Supervisor of any safety concerns with the bus/van.
4. Collects all fares as customers board the transit vehicle and drops fare money into drop box along with rider sheet at the end of shift.
5. Always provides courteous and safe-driving habits and adheres to all tribal, local, state, and federal laws.
6. Must attend all training classes as scheduled to meet regulations including out-of-town training.
7. Must maintain schedule and times on routes assigned.
8. Operates wheelchair lift and assists those with disabilities in boarding and provides proper safety wheelchair securement upon being trained by a certified trainer.

9. Adheres to safety rules, regulations, policies, and procedures to ensure the well-being of Choctaw Regional Transportation customers and employees.
10. Must maintain cleanliness of the bus/van, both inside and outside.
11. This is a safety sensitive position subject to the MBCI's Drug and Alcohol Testing Policy.
12. Upon completion of daily rider schedules, check in with dispatch for any additional rider transport before clocking out at the end of shift.
13. The Transit Driver performs all other duties as assigned by the supervisor.

QUALIFICATIONS:

1. Must have some experience as a bus operator.
2. Must have a valid Class R Driver's License but must attend classes in order to obtain a Class B license with Air Brakes, Passenger (P), and School Bus (B) endorsements within one year of hire.
3. Must have a current Medical Examiner's Certificate form MCSA-558756.
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 Native American applicants.
8. Must be available for varying shifts.
9. Must have liability insurance on personal vehicles in compliance with Mississippi law.
10. Due to the nature of the position for *on call*, you must have access to a telephone or cell phone.

NOTE: The Administrative Personnel Policy and 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