



## KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: [kiowatribe.org/careers](http://kiowatribe.org/careers)

<b>Job Opportunity:</b> KTJA-24-0021	<b>Opens:</b> 01/12/24 <b>Closes:</b> OUF
<b>Position Title:</b> Transit Driver	
<b>Salary Rate:</b> \$13.00 Hourly	<b>Duty Location:</b> Carnegie, OK

### JOB SUMMARY

Work under the immediate supervisor of the Kiowa Tribal Transit Manager. The Transportation Director will be available for discussion on situation(s) not covered by the Instructions to determine appropriate course of action.

**Reports To:** Kiowa Tribe Transit Manger

### HOW TO QUALIFY FOR THE JOB

**Educational Requirements:** High School Diploma/GED required.

- Use the cell phone to log in waiting passenger(s) information to the Tribal Transit Office.
- Pick up passenger(s) at designed locations and transport them to their desired destination.
- Check the passenger(s) designation and determine the most appropriate and/or cost-effective route.
- Oversees the daily operations of vehicle and passenger(s) safety, mobility, and make pre-trip vehicle checks.
- Keep record of work progress and any other duties assigned to the Transit Manager and/or Transportation Director.
- Daily trip sheet reports to be submitted to the Transit Manager and/or Secretary for compiling and recording monthly data.
- Receive money and/or commuter pass for fare fees and give accurate change.
- Keep accurate records of Transit driver shifts, income, and expenses.
- And other duties as needed or assigned.

### EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays      Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

### WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma State Driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Submit to and pass a pre-employment background check and pre-employment drug test.
- The Kiowa Tribe Personnel Policies will be in effect and enforced. For employment for the Kiowa Department of Transportation

**SUBMIT TO:** [HR@kiowatribe.org](mailto:HR@kiowatribe.org) or

**DROP OFF AT:** 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

*Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.*