

APPLY IN PERSON AT:
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://hrd.oneidanation.org>

A good mind. A good heart. A strong fire.

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

JOB DESCRIPTION

POSITION TITLE: Driver
POSITION NUMBER: 01750
DEPARTMENT: Head Start
LOCATION: 2801 W Mason St Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Program Manager
SALARY: NE06 \$15.41 Hr(NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: August 24, 2017
CLOSING DATE: Until Filled
Transfer Deadline: August 31, 2017
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Accomplish the Head Start Department objectives by safely transporting Oneida children participating in the Head Start program to and from their destinations by school bus. Ensure that services are provided effectively and efficiently to the children of the Oneida Nation. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Operate Head Start school bus to pick-up and deliver children according to established Head Start program standard.
2. Maintain accurate daily mileage reports and files reports as required.
3. Complete daily safety inspection of vehicle prior to first departure to ensure vehicle is equipped with necessary safety equipment; tests the vehicles operating systems.
4. Ensure the safety of passengers while loading, riding, and unloading; monitor the children's conduct while riding the bus; ensures the children remain seated when in the bus is in motion; and all other safety matters.
5. Regulate heating, lighting, and ventilation systems for passenger comfort.
6. Comply with local traffic regulations.
7. Report delays for accidents, poor road conditions, and passenger or mechanical emergencies as required.
8. Perform repairs and changes tires when needed.
9. Monitor gas, oil, and water prior to departures and during driving as appropriate.
10. Assist in classroom when requested.
11. Monitor classrooms and playgrounds for safety.
12. Attend additional training as required.
13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
15. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, stand, walk; reach with hands and arms.
2. Occasionally stoop, kneel, crouch, or crawl, and/or move up to 50 pounds.
3. Work is generally performed in a bus with a moderate noise level or on the road. The employee is frequently exposed to vehicle fumes or airborne particles, and to outside weather conditions.

JOB DESCRIPTION

Driver

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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: (Cont.)

4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of the geographical area of the Oneida Nation Reservation and surrounding communities.
2. Knowledge of the Oneida community, history, and culture.
3. Skill in maintaining accurate records.
4. Skill in performing minor repairs on a school bus.
5. Ability to exercise independent judgment.
6. Ability to work independently and meet strict time lines.
7. Ability to analyze situations and adopt appropriate course of action.
8. Ability to communicate efficiently and effectively both verbally and in writing.
9. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
10. Ability to work effectively with children with empathy and enthusiasm.
11. Ability to maintain strict standards of order and safety with children.
12. Certification in First Aid and CPR within three months of employment.
13. Oneida Certification on Reporting Child Abuse and Neglect within 90 days of employment.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
18. Must be authorized as eligible to operate a tribal vehicle under the Oneida Nation's Vehicle Drivers Policy prior to actual start date. Must maintain drivers' eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

- 1.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Must be twenty one (21) years of age or older.
2. Must possess and maintain a valid Wisconsin CDL driver's license, a class "B", "C" and "S" classification, and a Medical card is required. A "P" (passenger) endorsement is required within thirty (30) days of employment.
3. High School Diploma, GED Diploma, or HSED Certification is required within one (1) year of employment. (Must be enrolled in a GED Program prior to the end of probationary period and provide documentation to the HRD Office for employee personnel file.) Applicants age fifty (50) and older are exempt from this requirement.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**