



# WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque  
DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Laura Lee Erickson

## Job Announcement

**Position:** Transit Bus Driver

**Location:** White Earth

**Pay:** \$21.44/hr.

**Benefits:** Depends on status

**Open:** 10-01-25

**Close:** Until Filled

**Status:** Full Time/Part Time

The White Earth Reservation Tribal Council is seeking qualified candidates who will be responsible for transporting passengers for the White Earth Reservation transit program. Ensure the safety, efficient and timely delivery of public to their destination. Must comply with Federal Drug and Alcohol Compliance and testing as it pertains to CDL requirements. Marijuana and Alcohol use is not allowed for this position as it pertains to safety sensitive work and CDL requirements.

### Position Outcomes:

Operates a bus carrying passengers to and from designated locations to ensure safe and timely transportation/delivery

- Collects fares, tokens, or passes from passengers.
- Assist passengers as needed.
- Complete pre- and post-trip inspections and reports needed repairs.
- Clean bus at end of each shift.
- Insures the efficient and timely delivery of public to their destination.
- Completes daily trip sheets and all other paperwork accurately and completely.
- Interacts with the public, transit staff, and other transit providers in a professional manner.
- Serves as a backup dispatcher as needed.
- Operates miscellaneous bus equipment including a lift.
- Operates a two-way radio system and cell phone, keeping in contact with main office.
- Is familiar with the policies and procedures in Friendly Rider Transit's "Drivers Manual."
- Protects the confidentiality of information according to the Minnesota Data Practices Act and agency policy and procedures.
- Work shifts assigned within a 24-hour day, which may include weekends and holidays.
- Must obtain Emergency based training as required by Emergency management or Transit Managers
- Must be available for after hours and during hours for Emergencies if needed by Emergency Management.
- Must have basic mechanical knowledge as it pertains to bus repairs or roadside emergencies.
- Performs other duties and responsibilities as required or assigned.

### Knowledge, Skills & Abilities:

- Knowledge of machines or equipment used regularly in this position: (bus, two-way radio, cell phone, office equipment as needed.)
- Knowledge of the demographics, culture, customs and geography of the White Earth Reservation.
- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Transportation Department.
- Freedom to act and problem solving: Authorized to take any reasonable action necessary to carry out assigned responsibilities provided that such action is consistent with statute and rule, agency policies and procedures, and all supervisory directives.
- Ability to maintain effective working relationships with supervisors, co-workers, and the public.
- Ability to organize work efficiently.
- Knowledge of laws and regulations relating to the operation vehicle within the State of Minnesota.
- Knowledge of area of operation and familiarity with roads and highways. Ability to drive vehicle assigned.
- Ability to make simple arithmetic computations and write legibly.
- Ability to assist with emergency mechanical duties.
- Ability to assist with Safety and Training compliance and Driver Education Program.
- Knowledge of WIFI and dispatch software as it pertains to passengers
- Ability to multi-task while operating transit vehicles.
- Ability to use Electronic Fare Collection systems as it pertains to reporting.
- Ability to use smartphones, tablets and other technology-based products as it pertains to the department.
- Ability to assist passengers in case of emergencies
- Ability to handle stressful situations for emergencies of all types.

### Qualifications:

- High School Diploma or GED.
- A bus driver is required to have or obtain within the new-hire probationary period, a Commercial Driver's License (Class C) with a passenger endorsement. A DOT physical is also required, as is proof of a safe driving record. The DOT physical is required every two years or as directed by a medical professional and a copy of the driving record is required annually on the anniversary of employment.
- Must have a Valid Minnesota driver's license and insurable.
- Must timely attain Certifications for Transit, State, and Federal driver compliance Safety and Training as outlined in the Driver Education Program.
- Must be able to pass a criminal background check and drug screening.

- As a safety sensitive position, one must comply with requirements set forth in Federal Transit Administration (FTA) 49CFR Part 655, and part 382 or part 40, Drug and Alcohol
- Must be able to Pass a Federal/DOT drug testing as it pertains to Federal regulations and CDL requirements Program.
- Marijuana and Alcohol use is not allowed for this position as it pertains to safety sensitive work and CDL requirements.
- Must be proficient in technology-based equipment.
- Must obtain Emergency based training as required by Emergency management or Transit Managers.

Mail Applications to: White Earth Tribal Council  
Attention: Personnel  
P.O. Box 418  
White Earth, MN 56591

Download Applications at: [www.whiteearth.com](http://www.whiteearth.com)

*EEO with Native Preference*

*A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.*

*Background checks performed.*

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**P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-3285 | Fax (833)786-0724**