



## MI'KMAQ NATION JOB DESCRIPTION

**TITLE:** Transit Driver

**CLASSIFICATION:** Full-Time

**IMMEDIATE SUPERVISOR:** TRAM Director

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic, and experiential requirements. The description is meant to serve interviewers, applicants, and directors as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility of the job. Some aspects of this position may change over time, according to the Tribe's needs.

**SUMMARY OF POSITION:** The-transportation driver provides safe and efficient transportation for community members that need transportation to Tribal resources/services, events, appointments, treatment. The candidate is expected to comply with all organization policies and procedures as well as State licensing requirements that apply. Will complete pre and post-vehicle checks to ensure vehicle cleanliness and functionality.

**EDUCATION (OR EQUIVALENT EXPERIENCE):** High School Diploma or equivalent, Valid Maine driver's license and must have a clean driving record. The candidate must be able to pass a criminal background check and driving record check. Preference will be given to candidates with prior driving experience.

**Responsibilities:**

- Create a safe, diverse, and welcoming environment for Community Members
- Coordinate with Micmac Health Department for patients' transportation needs.
- Make sure that community members are wearing their seat belts at all times
- Observe the speed limit and all road signs and signals during the task.
- Keep the van clean and gassed up at all times, daily safety inspections of the van, record the number of miles traveled, and keep any receipts that are related to the trip
- Follow proper reporting procedures
- Communicate with TRAM director about maintenance issues with the van
- Maintain a current understanding of procedures if an accident should occur with the van, with or without members in the van.
- Assist with monthly and quarterly reports based on passengers and miles.
- Other duties as assigned by-TRAM Director

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are the only

responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills, and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers, and others, are based on meeting all requirements herein, and on Tribal needs, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards, and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to the health and safety of themselves or others.

**The Closing date for this position is MAY 10, 2022.** If you are interested in applying for this position you must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated that you have obtained in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 years). A complete Job Description and an Application can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS and State of Maine background check. The successful candidate must also submit to an FBI fingerprint background check.

**Please send the completed Job Application to the following address or email:**

**Cheryl Smart**

**Attn: Human Resource Assistant**

**Mi'kmaq Nation**

**7 Northern Road Presque Isle, Me. 04769**

[csmart@micmac-nsn.gov](mailto:csmart@micmac-nsn.gov)

***The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and Service Provider.***