

541-429-7180



HumanResources@ctuir.org



46411 Timíne Way  
Office of Human Resources  
Pendleton, OR 97801

## **POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

<b>POSITION TITLE:</b>	Public Transit Bus Driver (Part-time) (up to 3 positions)
<b>SALARY:</b>	Pay Range: 7 Starting at \$22.31 - \$24.00 hourly DOE, DOQ
<b>DEPARTMENT:</b>	Planning Department
<b>LOCATION:</b>	Public Transit Facility located by the Nixyaawii Governance Center, Mission, OR
<b>EMPLOYMENT STATUS:</b>	Part-Time with partial benefits Safety Sensitive Position <i>subject to random drug testing</i> Non-exempt
<b>SUPERVISED BY:</b>	Public Transit Operations Supervisor
<b>OPENING DATE:</b>	April 22, 2025
<b>CLOSING DATE:</b>	Open until filled with review on Monday's

### **CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

### **GENERAL STATEMENT OF DUTIES**

This is a safety sensitive position requiring pre-employment drug testing and random drug/alcohol testing mandated by the Federal Transit Administration (FTA). Drivers operate 8-30 passenger vehicles in a manner that provides safe, courteous, reliable and efficient passenger transportation. Drivers must interact with passengers and the general public to provide information and assistance to various destinations within the service area.

## EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

1. Complete vehicle pre/post trip inspections as required and utilizing methods designated by the Oregon Department of Transportation (ODOT) and the Federal Transit Administration (FTA). Prepare and submit vehicle inspection reports and advise dispatcher of any immediate repairs or irregularities needing attention.
2. Complete legible and complete driver logs in support of providing accurate data for state and federal reporting. Submit legible and complete driver logs daily to dispatcher for immediate logging, data entry, and filing as needed.
3. Operate an 8-30 passenger vehicle on various routes and schedules providing service to the general public, persons with disabilities, and the elderly.
4. Assist passengers as needed with boarding or disembarking vehicles including assistance with wheelchairs, competently using wheelchair lift to board passengers with a variety of wheeled mobility devices. Properly secure passengers in wheeled mobility devices.
5. Promote good passenger relations by providing positive interaction and treatment of passengers; greet passengers in a tactful and professional manner; assist with seating, questions, directions, and other public service related matters; assure passenger comfort, safety, and security.
6. Complete, prepare and submit any required paperwork accurately and as scheduled, including but not limited to timesheets, trip incident forms, accident forms, and vehicle inspection forms; submit safety memorandums; and/or other miscellaneous reports as required.
7. Fuel vehicles and turn in receipts.
8. Perform light mechanical adjustments as needed, under the guidance of the Fleet & Safety Manager.
9. Maintain communication with dispatcher, other transit vehicles, and Public Transit supervisory staff as instructed with mode of communication provided for bus driver use to report unusual conditions, reportable incidents, vehicle collisions, road conditions, passenger safety and security issues, traffic or vehicle equipment problems.
10. Utilize universal health and safety precautions when handling blood, urine, feces, vomit and/or other potentially infectious materials to prevent disease transmission.
11. Must remain calm and in control following an incident involving a passenger and/or other vehicle including directing evacuation of the bus, if necessary; responsible for passenger safety and security following a bus evacuation, responsible for mitigating passenger injury; responsible for vehicle safety and security following an incident.
12. Maintain courteous and professional conduct with co-workers, passengers, and the general public at all times projecting a positive public image of our public transit program and services offered.
13. Responsible for the interior and exterior cleanliness of vehicles including outdoor work in inclement weather and daily pick up and sanitation of the vehicle interior.
14. Care for and turn in lost and found articles to dispatcher.
15. Attend training sessions and meetings as assigned.
16. Assist in training new hires in policy, procedures, transit skills, and learning the various routes and services.
17. Perform other duties as assigned.

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### SUPERVISORY AUTHORITY:



None

SIGNATORY AUTHORITY:

None

ACCESS TO SENSITIVE AREAS:

None

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. High school diploma or equivalent.
2. Valid Oregon commercial driver license (CDL) Class A, or B with a passenger endorsement, and have current DOT medical examiner's certificate. Must meet Tribal insurance.
3. Strong oral and written communication, preference given to Spanish speaking applicants.
4. Excellent customer service and customer relation skills.
5. Must provide safe driving, obeying all traffic laws and adhere to safety and security rules and regulations applicable to the transportation of passengers including the general public, persons with disabilities, and the elderly.
6. Learn all bus routes, schedules, streets, and bus stop locations provided by our public transit program.
7. Ability to drive under all conditions of weather, roadways, and traffic while successfully dealing with passengers, routes, and schedule requirements.
8. Ability to resolve conflicts and customer complaints in a courteous, professional manner.
9. Maintain punctual and regular, reliable attendance to provide dependable service to the public; complete all work (including paperwork) in a timely manner.
10. Ability to remain flexible in handling changes that may occur without much prior notification.
11. Must follow all safety rules and regulations related to transit services and dealing with emergency situations.
12. Undergo all training required including fire extinguisher and bus evacuation training.

PHYSICAL DEMANDS:

1. Ability to meet CDL standards.
2. Speak clearly to provide information.
3. Sit in a transit vehicle for extended periods without a break and work long shifts, when needed.
4. Use of full body capacities to properly and safely operate transit vehicles, conduct inspection of vehicles, and to assist passengers.
5. Maneuver wheeled passenger devices (approximately 600 lbs.)
6. Lift up to 50 lbs.
7. Ability to work in environmental factors including exposure to dirt, pollen, odors, wetness, humidity, rain, fumes, temperature, noise, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

#### SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.06.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.



**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

**REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form (both sections, if applicable)
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.
8. Copy of valid Oregon commercial driver license (CDL) Class A, B, or C with a passenger endorsement and current DOT medical examiner's certificate.

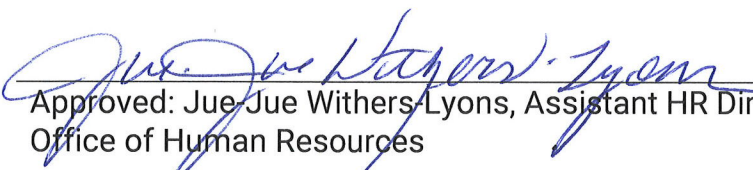
**APPLICANT RESPONSIBILITY**

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

**OBTAIN AND SUBMIT APPLICATION TO:**

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**

  
Approved: Jue Jue Withers Lyons, Assistant HR Director,  
Office of Human Resources

  
Date

### **Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

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Applicant Signature

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Date

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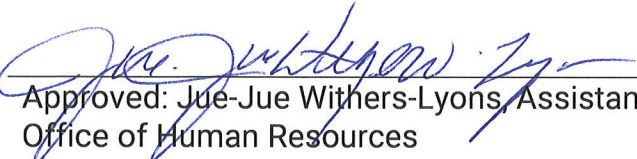
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4/22/2025  
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Date