

Human Resources
Baraga Property
16449 Michigan Avenue
Baraga, MI 49908
Phone: 906-353-4120
Fax: 906-353-8786



Human Resources
Marquette Property
105 Acre Trail
Marquette, MI 49855
Phone: 906-249-4200 x204
Fax: 906-249-9610

CDL Shuttle Bus Driver

Part-time, Non-Exempt Position

Location: Marquette, MI

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED WITH THE APPLICATION
OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- KBIC Enterprise Job Application**
- Current Michigan CDL License (A, B or C with a “Passenger” Endorsement)**
- High School Diploma or GED or High School Certificate of Completion**
- Resume (*optional*)**
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency**
- If you are a Veteran, you must attach a copy of your DD214**

POSTING DATE: 03/09/2020

CLOSING DATE: 03/23/2020

TO APPLY, PLEASE COMPLETE A KBIC ENTERPRISE APPLICATION AND SUBMIT IT & REQUIRED DOCUMENTATION TO:

(Applications may be obtained on the Ojibwa Casino website or from Human Resources)

You may email to hr@ojibwacasino.com **OR**

16449 MICHIGAN AVENUE
BARAGA, MI 49908

OR

105 ACRE TRAIL
MARQUETTE, MI 49855

Baraga Property
16449 Michigan Avenue
Baraga, MI 49908
906-353-4188
Fax: 906-353-8786



Marquette Property
105 Acre Trail
Marquette, MI 49855
906-249-4200 x204
Fax: 906-249-9610

Human Resource Office

OJIBWA CASINOS POSITION DESCRIPTION

JOB TITLE: CDL Shuttle Bus Driver

DEPARTMENT: Marketing

LOCATION: Marquette

SUPERVISOR: Guest Services Supervisor

WAGE: \$14.50/hr + tips; Grade 8
Part-time, Non-Exempt

CLOSING DATE: 03/23/2020

The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

POSITION SUMMARY: This position is responsible for the safe transportation of passengers to and from the Ojibwa Casinos. The incumbent will perform all required safety inspections and other duties required for the normal operation of the fleet vehicles. The employee must use the highest degree of care when interacting with the passengers, complying with all applicable Tribal, Federal and State rules, regulations and traffic laws. **Must be able to work evenings, weekends and holidays as needed.**

QUALIFICATIONS/REQUIREMENTS:

1. High School Diploma, GED or High School Certificate of Completion is required.
2. **Must possess a current Michigan CDL (A, B or C with a "Passenger" Endorsement) Driver's License. PLEASE ATTACH A COPY OF YOUR MICHIGAN COMMERCIAL LICENSE TO COMPLETE YOUR APPLICATION.**
3. Prior experience operating and maintaining public transportation vehicles is preferred.
4. Must attend and become certified in all required safety classes within six (6) months of hire and update skills on CPR, First Aid and Safety classes and refresher courses annually. Must maintain certifications during employment with the Ojibwa Casinos.
5. Must possess a superior driving record.
6. Must be willing to work nights, weekends and holidays as needed.
7. Must have excellent customer/employee relation skills. The individual must be able to deal with the general public, fellow employees and a variety of personalities with tact, courtesy, respect, objectivity and maturity.
8. Must have prior work experience where maintaining productive working relationships with staff, customers, management and or other departments to effectively carry out job duties existed.
9. Knowledge of defensive driving skills preferred.
10. Must be willing and able to attend all training as requested by supervisor.

DUTIES AND RESPONSIBILITIES:

- Safely transports passengers/customers to and from the Casino. Must comply with all traffic laws. In poor weather conditions, must drive at a safe speed.
- **Follow all DOT regulations and company safe driving guidelines and policies. Immediately report any and all safety hazards.**
- Practices excellent customer service skills at all times to include but not limited to addressing customer and employee needs courteously and promptly.
- Follows pre-scheduled routes for picking up and delivering passengers/customers.
- Makes PA announcements to notify guests of shuttle departures.
- Completes a daily log and pre-inspection sheet before, during and after designated shifts.
- Reports any mechanical problems and deterioration of vehicles to supervisor.
- Maintains vehicle in state of general cleanliness.
- Understands and explains any Casino Promotions/Specials.
- Attends all required safety classes and updates skills on CPR, First Aid and Safety Prevention classes annually or as directed by the supervisor.
- Completes all paperwork and documents required.
- Adheres to all Casino Personnel Policies and Procedures and Departmental standard operating procedures.
- Performs all other job related duties as assigned by their supervisor.

PHYSICAL REQUIREMENTS:

1. Must be able to frequently sit for long periods of time.
2. Must be able to tolerate varying levels of noise, dust and/or smoke.
3. Employee must pass a pre-employment background check, physical and drug screen.
4. The licensing requirement is noted in the qualifications section.

This summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position shall be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of the employee, nor to exclude other duties not mentioned that are of a similar kind.

TO APPLY, PLEASE FOLLOW THE INSTRUCTIONS ON THE COVER PAGE.

THANK YOU!