



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 05/12/2022	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>COACH/SHUTTLE OPERATOR</b>			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: TRANSIT	Location: Okmulgee	Location Code: 204	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the direction of the Transportation manager and assigned supervisor, operates coach bus and various vehicles providing safe and efficient transportation services to citizens.
Principal Duties and Responsibilities:	1. Shall transport passengers along a designated route in a safe and timely manner. 2. Pre-Trip vehicle prior to operation including checking items such as fuel, engine oil, water, tires and lights, utilizing vehicle safety checklist. Post-Trip at end of shift. 3. Maintain vehicles in clean and proper working condition; report repair needs. 4. Observe legal, safe and defensive driving practices. 5. Assists handicapped passengers with boarding, seating and exiting bus. 6. Responsible for and capable of operating lift and/or ramp equipped vehicles and securing passengers who require mobility devices. 7. Understand and follow oral and written directions. 8. Read, interpret and follow rules, regulations, policies and procedures. 9. Maintain records and logs (mileage, passenger count, etc.) 10. Establish and maintain cooperative and effective working relationships with others. 11. Perform basic first aid as necessary and in accordance with established guidelines and procedures. 12. Be available for daily and/or extended overnight trips.
Minimum Requirements:	No minimum requirements.
Preferred Requirements:	Mandatory Requirements - Class B Commercial Drivers License with Passenger Endorsement. Three years experience in the Transportation and/or Transit fields and operation of a coach bus. Must submit to and pass all necessary back ground checks and drug testing.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

**Competencies:**

**Customer Service:** Responds promptly to customer needs.



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- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

#### Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- Up to 50 lbs.
- Up to 100 lbs.
- Over 100 lbs.
- Physical Exam Required

#### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles
- Outside weather conditions
- Toxic or caustic chemicals
- Risk of electrical shock
- Vibration
- Loud Noise

#### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

#### MCN Policy Requirements:



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All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.