



Federally Recognized
October 3, 1950

UNITED KEETOOWAH BAND of CHEROKEE INDIANS in OKLAHOMA

P.O. Box 746 · Tahlequah, OK 74465
18263 W. Keetoowah Circle · Tahlequah, OK 74464
Main line: 918-871-2800 · Fax: 918-414-4000
www.ukb-nsn.gov

COUNCIL

Jeff Wacoche
CHIEF
O'EŌG.Ō

Amos Ketcher
ASSISTANT CHIEF
W.F.Ō SVS O'EŌG.Ō

Caleb Grimmatt
SECRETARY
J.A.ŌP.ŌŌV

Sonja Gourd
TREASURER
DSW D.S.Ō.Ō

Vacant
CANADIAN
D.H.ŌF D.Ō.Ō

Cliff Wofford
COOWEESCOOWEE
J.Ō.ŌJ.Ō

Tishaleta Gueverra
DELAWARE
D.Ō.Ō.Ō

Frankie Still
FLINT
Ō.Ō.Ō.Ō.Ō.Ō

Willie Christie
GOINGSNAKE
T.Ō.Ō.Ō

Janelle Adair
ILLINOIS
Ō.Ō.Ō.Ō

Charles Smoke
SALINE
A.S.Ō.Ō

Donald Adair
SEQUOYAH
Ō.V.Ō

Sammy Allen
TAHLEQUAH
Ō.P.Ō

Internal/External Announcement

Opening Date: 3/12/2025

Closing Date: 3/19/2025

Applications can be obtained and then submitted using the information listed above or by email:
m Downing@ukb-nsn.gov

Job Title: Transit Driver

Department: Transportation Dept

Location: Transportation – Tahlequah

Reports To: Transportation Director or Assistant Director

Status: Part-Time, Non-Exempt

Pay: BOE (Grant Funded)

Summary of Duties and Responsibilities

The driver is responsible for driving a passenger bus on an assigned route, collecting fares, and serves as driver on other assigned trips as required. Provides information to passengers including bus schedules and routes. Assists passengers in determining how to get to the desired destination. Ensures passenger safety by enforcing rules of conduct and operation. Checks bus for lost items and reports same day. Performs visual inspection and operational safety check of assigned vehicle daily. Reports traffic hazards, accidents, and other conditions requiring attention. Completes daily report forms which record mileage, passengers, and mechanical defects. Operates equipment safely and reports any unsafe work condition or practice to supervisor and other duties as assigned. Considerable knowledge of the operation and maintenance requirements of passenger buses or similar automotive equipment. Must be able to use or learn to use electronic tablets for dispatching software. Must have a general knowledge of streets and communities in and around Tahlequah. Must be able to navigate traffic in larger cities.

Minimum Qualification/Responsibilities Requirements

1. Must pass a background check prior to employment and every 5th year thereafter. Applicants must not have any misdemeanor or felony offenses related to abuse, Domestic Violence, neglect, or endangerment or any offenses related to dishonesty or theft.
2. Must comply with all Health policies established by the Tribe.
3. Considerable knowledge of the operation and maintenance requirements of passenger buses or similar automotive equipment.
4. Must be able to use or learn to use electronic tablets for dispatching software.
5. Must have a general knowledge of streets and communities in and around Tahlequah.
6. Must be able to navigate traffic in larger cities.

Education/Qualifications

1. High school diploma or GED.
2. Must have a clean driving record and be insurable.
3. Must be 21 years of age or older.



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LICENSES AND/OR CERTIFICATIONS

Must possess and maintain a valid unrestricted Oklahoma State Driver's License verified by a motor vehicle report.

UKB and Tribal Preference applies.

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe. The United Keetoowah Band of Cherokee Indians in Oklahoma reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the United Keetoowah Band of Cherokee Indians in Oklahoma are subject to a 60-day introductory period. To apply, submit an application, resume, and signed position description no later than 4:00 pm on the closing date to: Human Resources Department, 18300 W Keetoowah Circle Tahlequah, OK 74464 or to mdowning@ukb-nsn.gov or via fax at (918)414-4005. For more information, visit our website at www.ukb-nsn.gov Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Sign and Return job description with application packet. Application packets are not maintained after the position is filled. A new application is required for each position applied for.

Applicant Signature

Date