



SINTE GLESKA UNIVERSITY

JOB ANNOUNCEMENT

Position: Van Driver

Department: Student Transportation

Supervisor: VP of General Administration

Contract: 12 month/Hourly/Part-Time

DUTIES AND RESPONSIBILITIES:

1. Transport University students to and from classes on a timely basis according to the established schedules and routes for the academic year.
2. Maintain monthly logs to include locations of pick-up sites and odometer readings.
3. Maintain the assigned vehicle in a clean and safe operating condition with regularly scheduled vehicle servicing.
4. Operate the vehicle according to local and state highway traffic regulations.
5. Other related duties as assigned in the performance of his/her responsibilities and as mutually agreed upon to the benefit of Sinte Gleska University.

QUALIFICATIONS: Responsible person with a High School Diploma or GED certificate with past bus driver experience. Must possess a valid South Dakota driver's license and must be able to be insured by Sinte Gleska University insurance.

To apply-submit a completed SGU job application with a copy of your HS diploma/GED certificate, Driver's license, Tribal ID or abstract to the HR Dept. Please contact Brenda I. Farmer-HR Director, at Brenda.Farmer@sintegleska.edu, 605.856.8261, or pick up an application at the HR office-Admin. Bldg. Applications are also available on the sintegleska.edu website. **OPEN UNTIL FILLED! Incomplete applications will not be considered.**