



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> SHUTTLE DRIVER		<b>JOB CODE:</b> SHUL
<b>BUSINESS</b>		<b>EEO:</b> 8
<b>NON EXEMPT</b>	<b>FLEX</b>	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

Responsible for shuttling patrons to and from partnering hotels, parking lots, and other designated pickup and drop off locations, which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Shuttle patrons to and from gaming facility.
2. Promotes positive public and employee relations.
3. Perform minor shuttle maintenance.
4. Track all outsourced shuttle maintenance and registrations.
5. Perform other duties as assigned by supervisor.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	• None
Supervisory Accountability	• None
Organizational Accountability	• None
Financial Accountability	• Follow the transportation departmental tip procedures
Customer Accountability	<ul style="list-style-type: none"> <li>• Interfaces with officials and executives</li> <li>• Interfaces with regulatory authorities</li> <li>• Interfaces with outside customers</li> <li>• Interfaces with inside customers</li> </ul>
Freedom to Act	<ul style="list-style-type: none"> <li>• Follows transportation departmental policies and procedures</li> <li>• Operates with significant independence</li> <li>• Subject to general input from supervisor</li> <li>• Subject to regular review by supervisor</li> </ul>



**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. High School Diploma or Equivalent GED.

**ESSENTIAL:**

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Must currently hold and provide proof of Commercial Driver's License with a Passenger Endorsement, and proper insurance.
3. Must be able to possess a gaming license.

**EXPERIENCE:**

1. Have prior Shuttle Bus experience is a plus.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Knowledge of gaming a plus.
2. Must be a custodian of gaming supplies or cash.
3. Must have excellent verbal, written, and communication skills.
4. Must be able to accurately keep records.
5. Must be able to drive outside city limits.
6. Must maintain confidentiality.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

**WORKING CONDITIONS**

1. Must be able to work in smoking environment.
2. Must be able to work in extreme weather conditions.

\*KEY POSITION\*