



HO-CHUNK NATION  
DEPARTMENT OF PERSONNEL



**POSITION: SHUTTLE DRIVER**

DEPARTMENT	JOB CODE	PAY GRADE
BUSINESS/GAMING ESTABLISHMENT	SHUL	7

**SUMMARY:** 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.

**DUTIES & RESPONSIBILITIES:**

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

**REQUIRED SKILLS & ABILITIES:**

1. Must have excellent verbal, written, and communication skills.
2. Must be able to accurately keep records.
3. Must maintain confidentiality.
4. Must be able to drive outside city limits.

**MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)**

1. High School Diploma or equivalent, GED.
2. Must currently hold and provide proof of Commercial Drivers License with a passenger endorsement, and proper insurance.
3. Must be able to possess a gaming license.
4. Must be a custodian of gaming supplies or cash.
5. Knowledge of gaming is a plus.

**WORKING CONDITIONS:** Must be able to work in a smoking environment. Must be able to work in extreme weather conditions.

\*KEY POSITION\*

*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*

*All casino employees will be subject to the Criminal and Background restrictions of the HCN.  
"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

EEO: 8

NON-EXEMPT

NO FLEX

Funding Source: NPD

Approved: IPC 05.07.95 PC 12.10.98 Admin 01.08.15 Legislature 02.16.99/05.02.99/01.20.15

Resolution 01.08.08A/04.19.11A/03.22.16A