



## Twenty-Nine Palms Enterprises Corporation Job Description



**Job Title:** Shuttle Driver  
**Department:** Marketing  
**Reports To:** Marketing Manager  
**FLSA Status:** Non-exempt  
**Prepared By:** Sharon Marshall  
**Prepared Date:** August 15, 2012  
**Approved/HR:** Sharon Marshall  
**Approved/GM:** Tom Sedlock  
**Approved Date:**

### **SUMMARY:**

Drive minibus, van, or lightweight truck to transport guests.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement to be the premier entertainment experience in the Coachella Valley and the High Desert.
- Drive vehicle from individual or central loading area to Casino entrance or other destination according to assigned schedule.
- Assist disabled passengers into and out of vehicle.
- Secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip.
- Operate radio or similar device to communicate with base station or other vehicles to report disruption of service.
- Clean and service vehicle with fuel, lubricants, and accessories.
- Keep records of trips and behavior of passengers.
- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS)
- Present a positive image of the Casino to its guests and vendors and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Perform any other duties that may be assigned from time to time.

### **SUPERVISORY RESPONSIBILITIES:**

This job requires no supervisory responsibilities.

### **EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):**

- High school diploma or equivalent preferred but not required.
- Prefer 3 to 6 months related experience.
- Must possess valid California Driver's License.
- Class B License preferred.

### **CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:**

- Must pass pre-employment and periodic random drug screens
- Must pass pre-employment physical
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment
- Must possess valid California Driver's License.
- Class B License preferred.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT:**

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

- While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; extreme cold; extreme heat and vibration. The noise level in the work environment is usually moderate.
- The Casino is open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts.
- The Casino is a gaming facility.

- The Casino is not a smoke-free environment.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on a 24-hour, 7 – day per week basis

**INDIAN PREFERENCE ACT:**

The Twenty Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic groups

**I have read and understand all of the elements of the above Shuttle Driver Job Description.**

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**Signature**

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**Date**