



QUECHAN INDIAN TRIBE

Ft. Yuma Indian Reservation

HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

POSITION DESCRIPTION

Position: Transporter – Social Services

Salary: \$16.50 to \$22.36 per Hour

Opening: Monday, October 20, 2025

Closing: Friday, October 31, 2025

BASIC FUNCTIONS:

Under the direct supervision of the Social Services Director. The transporter is responsible for providing transportation services to individual participants, through a variety of comprehensive services that meet the needs of program participants in a caring and sensitive manner.

This position requires the full understanding and active participation of our employees to demonstrate behavior to work effectively, patiently, and positively with our Management, Children, Parents, Co-workers, and others by being courteous, conscientious, and kind-spirited.

DUTIES AND RESPONSIBILITIES:

- Must be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal Members, and all levels of staff and management.
- Transports clients to health, social services, and education services and appointments by verifying requests, requesting and preparing vehicles, picking up, delivering, retrieving, and returning clients, and operating GSA vehicles.
- Delivers passengers to the destination by identifying the destination and time of appointment, selecting a route, and driving the vehicle.
- Ensures operation of GSA vehicles by transporting vehicles for scheduled maintenance; inspecting interiors and exteriors for damage and wear and tear; notifying GSA Fleet Manager of the need for repairs and detailing; and filling the vehicle with gas following manufacturer's guidelines.
- Assists disabled and challenged clients in/out of the vehicle and throughout appointments as necessary.
- Maintains records by completing driver log forms.
- Maintains safe, clean vehicle conditions and protects passengers by complying with Band and GSA vehicle and transport policies & procedures and highway rules and regulations; routinely cleans exteriors and interiors of GSA vehicles.
- Acquires and maintains certification in adult, infant and child CPR, Community First Aid and Safety, and other safety training as required by the program.
- Contributes to team effort by accomplishing related results and duties as needed.
- May perform miscellaneous errands, such as carrying inter-office mail between offices

and mail to and from the post office.

- May make overnight drives and extended trips requiring irregular hours.
- Performs other related duties and responsibilities as assigned.

QUALIFICATIONS:

- Must have a valid driver's license and meet the minimum insurance requirements regarding driving record to utilize GSA vehicles.
- High school diploma or GED.
- Must submit to and pass alcohol/drug screening and criminal background check.
- Must be courteous, punctual, and able to navigate by road maps.
- Must Complete FEMA National Incident Management System (NIMS) IS-100, IS-200, IS-700, and IS-800 within (3) months of hire.
- Drivers cannot smoke cigarettes/cigars while transporting clients or operating a GSA vehicle.
- Maintain client confidence and protect program operations by keeping information confidential.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

**Quechan Indian Tribe
Human Resource Department
1888 San Pasqual School Rd.
Winterhaven, CA 92283
Telephone: (928)977-2727
Fax: (760) 572-2961**

**Mailing Address:
P. O. Box 1899
Yuma, AZ 85366**

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants must pass a pre-employment Alcohol/Drug screening and Background Check.