

YUROK TRIBE-JOB DESCRIPTION
Transit Van/Bus Operator

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| Job Title: | Transit Van/Bus Operator | | | | |
| Job Grade: | 5 | FLSA Status: | Non-Exempt | Location: | Klamath |
| Department: | Transportation | | Division: | Community Development Division | |
| Reports To: | Transit Coordinator | | | | |
| ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE | | | | | |
| Salary Range: | \$18.78-\$24.50 | | | | |

POSITION SUMMARY:

Under the general supervision of the Transit Coordinator, this position is responsible for the provision of transit services, including the operation of bus and/or van services along an established route, as well as demand responsive services as identified. The transit operator will transport passengers to various locations on and near the Yurok Reservation during various morning, afternoon, and evening shifts. The transit operator will assist passengers in loading and unloading, including disabled passengers who may need additional assistance.

This position is contingent upon available grant funds.

DUTIES AND RESPONSIBILITIES:

1. Maintain a tactful relationship with supervisor and co-workers.
2. Behave courteously towards and communicate politely and efficiently with passengers.
3. Operate the transit bus and/or van on selected routes to handle scheduled trips while adjusting to variables in normal working conditions, including adverse weather, traffic and construction, passenger problems, accidents, and trip changes.
4. Responsible for issuance of punch passes and collecting fares.
5. Complete record of fares/tickets and submit to Transit Dispatch/Transit Coordinator daily.
6. Record and maintain daily transit logs, including but not limited to the number of trips, passenger counts, mileage, location of pick up, destination, fuel for the bus and/ or van.
7. Perform and/or schedule regular maintenance checks of transportation equipment.
8. Record daily fuel and mileage information for the bus or van.
9. Assist passengers boarding or leaving the vehicle.
10. Conduct daily pre-trip safety checks of vehicle. Reports if repairs are needed.
11. Maintain daily cleanliness of bus and/or van.
12. Attend bus driver in-service training and other training opportunities as directed.
13. Obey all traffic laws and report all incidents or accidents as required.
14. Operate wheelchair lift and/or ramp to assist elderly and disabled passengers to board and exit the bus/van.
15. Communicate with the dispatcher to schedule daily routes and provide regular check-ins.
16. Maintain First Aid and CPR certification.
17. Provides information to passenger's including schedules and routes; assists passengers in determining how to get to desired destination.

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18. Deliver fare box to the Fiscal Department as required.
19. Be punctual and report for duty as scheduled. Must be able to work split shift when necessary.
20. Other duties as assigned to meet the need of the program.

SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position.

MINIMUM QUALIFICATIONS:

- A broad basic knowledge of the Yurok Tribe and the Reservation communities and experience driving on local roads and highways.
- Must possess a valid Commercial driver's license Class B with Passenger Endorsement or willing to obtain it within three months of hire and a clear Department of Motor Vehicles printout. Must be insurable under the Yurok Tribe's Insurance Policy.
- Must have CPR and First Aid Certification or have the ability to obtain certification within the first month of hire.
- Ability to communicate well with staff and public.
- Established record of safe driving practices.
- Knowledge of the traffic laws of the State of California
- Ability to use a two-way radio.
- Ability to conduct work in a safe manner and the ability to follow and enforce safety procedures.
- Good public relations techniques and communication skills
- Good record keeping skills and the ability to maintain daily, weekly, and monthly records, receipts, logs, etc...

EDUCATION/KNOWLEDGE

High school diploma or equivalent preferred and three years driving experience.

Demonstrated knowledge of the Yurok Tribe and the Reservation communities, including the local transportation routes.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Must pass a comprehensive background check.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

