



# Yurok Tribe

## Job Description

<b>JOB TITLE:</b>	Transit Van/Bus Operator		
<b>JOB GRADE:</b>	5	<b>REPORTS TO:</b>	Transit Coordinator
<b>STATUS:</b>	Non-Exempt	<b>LOCATION:</b>	Klamath/Weitchpec
<b>DEPARTMENT:</b>	Transportation	<b>DIVISION:</b>	Community Development
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
<b>SALARY RANGE:</b>	\$18.78-\$25.50		

### **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.

### **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 on 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 passengers including schedules and routes; assists passengers in determining how to get to desired destination.
18. Deliver the 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. Performs other related duties as assigned.

### **EDUCATION/EXPERIENCE:**

1. Grade 5: Highschool diploma or GED with two years specified experience.

2. Demonstrated knowledge of the Yurok Tribe and the Reservation communities, including the local transportation routes.
3. Employees must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
4. Candidates with equivalent combinations of education, training and experience will be considered.

**SUPERVISORY RESPONSIBILITIES:**

None.

**MINIMUM QUALIFICATIONS:**

1. A broad basic knowledge of the Yurok Tribe and the Reservation communities and experience driving on local roads and highways.
2. 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.
3. Must have CPR and First Aid Certification or have the ability to obtain certification within the first month of hire.
4. Ability to communicate well with staff and the public.
5. Established record of safe driving practices.
6. Knowledge of the traffic laws of the State of California
7. Ability to use a two-way radio.
8. Ability to conduct work in a safe manner and the ability to follow and enforce safety procedures.
9. Good public relations techniques and communication skills
10. Good record keeping skills and the ability to maintain daily, weekly, and monthly records, receipts, logs, etc....
11. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

**LANGUAGE SKILLS:**

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

**REASONING ABILITY:**

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

**VISION REQUIREMENTS:**

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date