



Job Title: TRANSIT VEHICLE OPERATOR

Department /Office: Hopi Senom Transit System

Reports to: Transit Supervisor

Salary / Hourly Range: 20

Job Classification Code: 7382

Level of Background Check: 1B

FLSA Status: NON- EXEMPT; Full-time, Part-time, Temporary

Driving Required: Yes, As Required

Revision Date: 04/30/2015

JOB DESCRIPTION

The work consists of duties that involve related steps, processes or methods. The decision regarding job duties involves various choices requiring the employee to recognize the existence of differences among several alternatives. The position is responsible for operating a 12 to 24 passenger cut-away bus or van on a deviated fixed route transit schedule on the Hopi Reservation and local border towns and cities.

KEY DUTIES AND RESPONSIBILITIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Operates Transit vehicles to transport passengers to destinations along designated specific transit routes. Observes and obeys posted highway traffic signs and enforces safety rules for passengers;
2. Conducts daily vehicle inspections prior to leaving and upon returning. Performs light maintenance duties as a prevention measure for unexpected mechanical problems due to lack of proper care including minor repairs, reports potential repair needs or breakdowns to the Transit Supervisor for follow up action;
3. Assists passengers that may need help with boarding and debarking transit vehicles at stops; advises passengers to board and debark the transit vehicle in an orderly fashion and to get properly seated and bucked up; collects transit fares (tickets or cash) and records the fare collection journals; Deposits the fares collected at the Tribal Treasurer's Office ensuring the collection in is balance with the journal log of entry;
4. Prepares and submits monthly vehicle operating, vehicle mileage log, gas purchase receipt logs, passenger count log and incident/activity reports the Transit Supervisor at the end of each month;
5. Maintains open communication with the Transit Office;
6. Maintains cleanliness of Transit vehicles on a daily basis;
7. Performs other related duties as assigned or authorized by the Transit Supervisor

PERSONAL CONTACTS

Contacts are with the general public, tribal employees, regulated agencies and vendors. The purpose of these contacts is to provide transit services and maintain a constant ridership base.

PHYSICAL EFFORT and ENVIRONMENTAL FACTORS

Limited work is performed in an office environment, primary in Transit vehicles. The position involves long periods of sitting, varying movement in and out of the vehicle, travelling on rough or uneven terrain, travelling in inclement weather conditions requiring the incumbent to adhere to safety practices.

MINIMUM QUALIFICATIONS

1. Required Education, Training and Experience

A. Education: High school diploma or GED certificate;

AND

B. Experience: Six (6) months commercial driving experience, basic vehicle maintenance knowledge, customer service experience desirable;

OR

C. Any equivalent combination of Education, Training or Experience that demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities

A. Knowledge:

- Knowledge of Arizona and Hopi Tribal traffic and motors vehicle laws; occupational hazards and safety practices applicable to transporting passengers
- Knowledge of the methods, practices, tools, equipment and materials used in the operation and maintenance of automotive vehicles
- Knowledge of receiving and maintaining cash transactions
- Knowledge of principles and processes for providing customer service

B. Skills:

- Verbal and written communication skills to prepare reports, maintain logs and communicate with people
- Skill in operating and maintaining a transit vehicle
- Skill in public and human relations

C. Abilities:

- Ability to work independently
- Ability to maintain records of daily cash transactions and process deposits
- Ability to judge objects at close and far ranges
- Ability to respond to road conditions quickly
- Ability to see under low light conditions
- Ability to establish and maintain positive professional working relationships with passengers and others

NECESSARY SPECIAL REQUIREMENTS

1. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Possess a valid Arizona Commercial Driver's License and complete and pass the Hopi Tribe's defensive driving course (3 D course).
3. Must comply with federally mandated drug and alcohol policy and screening requirements.
4. Complete and pass the Passenger Service and Safety (PASS) training.
5. Must maintain a satisfactory motor vehicle report and negative employment drug and alcohol test.
6. Must obtain CDL within 180 days of employment.