



## **TRANSIT VEHICLE OPERATOR**

Hopi Senom Transit  
Hopi Department of Transportation

Reports To: Transportation Supervisor  
Salary Range: 32  
FLSA Status: NON-EXEMPT

**VALID COMMERCIAL DRIVER'S LICENSE REQUIRED**  
PD Revised: 04/01/2021

### **INTRODUCTION**

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 32 passenger cut-away vans and buses 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 to achieve Tribal/Program goals and objectives.

### **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 & 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**

Education: High school diploma or GED certificate;

AND

Experience: Six (6) months commercial driving experience, non-emergency medical transport or client-based transportation, basic vehicle maintenance knowledge, customer service experience desirable;

OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- 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
- 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
- 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 possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona Commercial Driver's License (CDL). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
- 4) Must obtain a Commercial Driver's License with a passenger endorsement within 180 days of employment.
- 5) Motor Vehicle Report must indicate no suspension or DUI within the past 5 years of application.
- 6) Must maintain a satisfactory motor vehicle report.
- 7) Must maintain US DOT/FTA drug and alcohol tests with negative results.
- 8) Must comply with federally mandated drug and alcohol policy and screening requirements by having a negative result on a new hire pre-employment drug and alcohol test as defined in 49 CFR Part 655.
- 9) Subject to random drug and alcohol testing as per 49 CFR Parts 653 and 654.
- 10) Complete and pass the Passenger Service and Safety (PASS) training.
- 11) Must not have any felony convictions.
- 12) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.

#### **For CDL Holders:**

- 13) Provide a current 5 year MVR from the state you were licensed for that time frame.
- 14) Have a current Medical long form.

#### **If you have previously operated vehicles in a US DOT and/or FTA funded program:**

- 15) Must not have tested positive or have refused to test on any DOT pre-employment or employment drug or alcohol test administered by your previous employer.