



## WORKFORCE INVESTMENT ACT

### TRANSPORTATION DRIVER

**INTRODUCTION:** This position is responsible for providing reliable transportation services to clientele of the Office of Career Training & Development.

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

1. Operates passenger van or sedan to transport clients to and from designated locations, both on and off the reservation, at times may require overnight travel. Assures the safety of clients. Establish and maintains an effective working relationship with clientele.
2. Observes all highway and motor vehicle traffic laws assuring safety and comfort of all passengers.
3. Establish and maintains a vehicle service log and schedules vehicle for servicing in accordance with manufacturers recommendations; and maintains accurate record of mileage, gas purchases and number of individuals transported.
4. Conducts daily safety and preventive maintenance inspection of vehicle, i.e., fluid level checks, wipers, lights, brakes, etc., and records all findings, makes minor repairs, reports all major problems to the supervisor and takes corrective action upon approval.
5. Communicates by use of cell phone; keeps staff abreast of daily activity and changes in schedule, etc.
6. Performs light clerical duties when not driving, i.e., filing, computer work, answering phones, delivering mail, etc.
7. Performs other duties as assigned or authorized to achieve program goals and objectives.

**COMPLEXITY:** The work consists of duties that involve various related steps, processes and methods. The decision regarding what needs to be done involves various choices requiring the incumbent to recognize the existence of and differences among several alternatives.

**SUPERVISION RECEIVED:** The incumbent is under supervision and line authority of the Administrator. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, deadlines and priority of assignments. The incumbent uses initiative in carrying out recurring assignments independently without specific instruction, referring deviations, problems and unfamiliar situations not covered by instruction to the supervisor for assistance. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures.

**PERSONAL CONTACTS:** Contacts are with employees within/outside the immediate work area, supervisor, clientele, repair shops and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate work efforts and establish a network of services.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:** The work involves some physical exertion such as long periods of sitting, standing, recurring bending, crouching, stooping, stretching, reaching or similar activity and lifting of moderately heavy objects in excess of 25 lbs. The work may go beyond the normal eight (8) hour daily work schedule. Travel on and off the reservation is required.

#### **MINIMUM QUALIFICATIONS:**

1. Required Education, Training, and Experiences:

A. Education : High school diploma or G.E.D. certificate:

AND

B. Experience : One (1) year work experience in transporting and dealing with clients which includes some clerical responsibilities;

OR

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

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of highway and motor vehicle traffic laws and safety practices applicable to transporting passengers
- Knowledge of preventive vehicle maintenance methods and practices
- Knowledge in providing services to the general public
- Knowledge of office procedures and practices

B. Skills:

- Skill in verbal and written communication
- Skill in operating a 9-12 passenger van
- Skill in operating basic office machines/equipment, computers and applicable software


C. Abilities:

- Ability to work independently with minimal supervision
- Ability to understand and comply with written and verbal instructions
- Ability to diagnose minor mechanical problems and make repairs
- Ability to maintain strict confidentiality of client information/records
- Ability to establish and maintain professional working relationship with others

**NECESSARY REQUIREMENTS:**

1. Possess a valid Arizona Driver's license and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.
3. Must not have had any traffic citations or violations within the past three years.
4. Mandatory/random drug & alcohol testing required.
5. Possess or be able to obtain and maintain a First Aid & CPR certification within 30 days of hire.

REVIEWED BY:  8/21/06  
Hiring Authority Date

APPROVED BY:  8/21/06  
Personnel Director Date