



TRANSPORTATION DRIVER

Department of Education & Workforce Development

OVERVIEW

The work includes varied duties involving related steps, processes or methods to provide safe, courteous and efficient transport services for participants to appointments with Advisors & Counselors of the Department of Education & Workforce Development, job interviews, local Northland Pioneer College and training institutions. This position consists of transport duties, such as providing transportation services, conducting pre and post vehicle inspections, performing minor maintenance of vehicles, collecting transport data, providing customer service and assisting with services at outreach events. Additionally, work consists of ensuring safety and comfort of passengers and compliance with federal, state and tribal motor vehicle laws.

Contacts are with other employees, public/clientele, medical staff, personnel of public and private resource service agencies, entities and community-based organizations. Contact with clients may include those with behavioral and/or substance abuse issues that require sensitive customer service, care and safety. The purpose of these contacts is to coordinate work efforts, provide direct services, assistance and exchange information to advance program objectives.

The work involves some physical exertion such as long periods of driving, sitting, standing, recurring bending, crouching, stooping, stretching and reaching. Work involves ability to lift moderately heavy objects in excess of 25 pounds and exposure to driving in varying weather situations and road conditions. When not driving, work is mostly sedentary and performed in a standard office environment. Employees will be required to work evenings, when necessary. Moderate travel is required.

PRIMARY JOB FUNCTIONS (The following duties are not all-inclusive or restrictive)

- 1) Operate vehicle to transport clients to and from the higher education and workforce training institution or to and from home. Assures the safety of clients and disabled clients with loading; establishes and maintains effective working relationship skills with clientele; and acts as interpreter for clients with limited English-speaking ability to communicate with training personnel.
- 2) Comply and abide by all federal, state and tribal highway and motor vehicle traffic laws, policies and procedures.
- 3) Conduct daily vehicle pre-trip and post trip inspections for preventive maintenance and safe operation; cleans exterior and interior of vehicle, checks tire pressure, fuel, oil and radiator for proper levels; periodically checks vehicle equipment, i.e. lights, brakes, horns, windshield wipers, seat belts and inventories and maintains emergency equipment.
- 4) Maintain vehicle maintenance service log; obtain quotes from vendors; and schedules vehicle for major servicing or repairs when discovered; monitors and replenishes vehicle equipment and supplies.
- 5) Collect and log accurate vehicle mileage, clients transported, fuel costs, maintenance costs and relevant data; uses Microsoft Office excel programs to create spreadsheets to prepare monthly, quarterly and yearly reports; maintains binder of transportation and vehicle maintenance data for audit reviews.
- 6) Maintain communication with staff during transport activity regarding changes in appointment schedules, cancellations or emergency situations by use of proper communication devices.
- 7) Schedule transport and confirm appointment times for clientele; preplans transport route, establishes pick-up time for client and estimates duration of transport; uses computer software mapping to locate client's residence and place of facility for transport.
- 8) Treat clients with respect and dignity; maintains strict confidentiality of client's sensitive information; reports any problems or concerns regarding client transport; and ensures necessary breaks for passengers on long extended transport, i.e. restroom breaks, meals, etc.
- 9) Operate office equipment, such as photocopy machines, scanner and printers.
- 10) Maintain professional and technical knowledge by attending educational workshops or conferences.
- 11) Contribute to team effort by accomplishing scope of work to meet or exceed goals and objective of program; assist with program special projects.
- 12) Report suspected cases of child abuse per the policy.
- 13) Support the Department mission and vision by working collaboratively, coordinating efforts, and communicating effectively.
- 14) Perform other duties, in line with current job responsibilities and range of pay/salary, as assigned or authorized to achieve Tribal goals and objectives.

MINIMUM QUALIFICATIONS

Education: High School Diploma or GED Certificate; AND

Experience: One (1) year work experience providing transportation services; OR

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of highway and motor vehicle laws for driving operations.
- Knowledge of safe transport practice of passengers.
- Knowledge of computers, Microsoft Office programs and office machines/equipment.
- General knowledge of type passengers, i.e. public, elderly and disabled individuals.
- Knowledge of vehicle preventive maintenance methods and practices.
- Skill in safely operating standard sedans, standard vans, standard truck and SUV type vehicles.
- Skill in operating passenger assistance loading devices, i.e. wheelchair lifts, ramps, etc.
- Skill in safe and proper handling of elderly and disabled passengers.
- Skill in operating a computer, applicable software and various office machines/equipment.
- Skill in verbal and written communication.
- Skill in human and public customer service relations.
- Ability in time management to ensure on-time arrival of clients at appointment time.
- Ability to work independently with minimal supervision and takes initiative.
- Ability to follow written and verbal instructions.
- Ability to react calmly and make sound decisions for safety of passengers.
- Ability to diagnose minor vehicle mechanical problems for repairs.
- Ability to maintain and safeguard client confidentiality and sensitive information.
- Ability to foster teamwork and maintain positive professional working relationships.
- Ability to work and assist physically disabled and emotionally distressed individuals.
- Ability to speak and understand the Hopi language.
- Ability to work long hours beyond normal duty day hours.

NECESSARY REQUIREMENTS

- 1) Required to maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving training.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance). Qualifications are independent of MVD issuance of a driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.
- 7) Must complete and maintain annual immunization and physical wellness exams.
- 8) Must have knowledge of screening and referral services for adults/high school students with unique abilities.
- 9) Must have knowledge of laws for individuals with unique abilities.

DESIRED REQUIREMENT

Speak and understand the Hopi and/or Tewa language.

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Department of Education and Workforce Development

Supervisor: Office Manager

Salary Range: 33

Classification: NON-EXEMPT

Revised 09/15/2026

REVIEWED BY: Noreen E. Sakiestewa DATE: 09.15.2026
Department Director

APPROVED BY: [Signature] DATE: 9/15/2026
Human Resources Director