THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS00511351 DATE POSTED: 01/19/16
POSITION NO: 241602 CLOSING DATE: OUF
POSITION TITLE: Motor Coach Driver
DEPARTMENT NAME / WORKSITE: DGS/Navajo Transit System/Flagstaff, AZ
WORK DAYS: Mon-Fri REGULAR FULL TIME: ☑ GRADE/STEP: AB59A
WORK HOURS: 8am-5pm PART TIME: ☐ NO. OF HRS./WK.: $ 26,270.40 PER ANNUM
SEASONAL: ☐ DURATION : $ 12.63 PER HOUR
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Under general supervision, required to be familiar with and in compliance with Federal Motor Carrier Safety Regulations as prescribed by U.S. Department of Transportation, Federal Transportation Administration, Navajo Transit System Drug and Alcohol Testing Policy, Navajo Personnel Policies and Procedures Manual. Must be able and proficient in driving a greyhound-type, InterCity diesel-powered transit bus and other transit vehicles, such as wheelchair-equipped transit buses; commuter vans; and other assigned vehicles; courteously greet passengers; assists passengers with baggage and collect tickets and cash fares; records cash receipts, ticket fare, mileage and ridership data; and complete minor repairs and maintain assigned units. Conduct pre-op inspections to ensure the motor coach is clean and operational in accordance with federal motor coach regulations. Assists as backup if a motor coach breaks down to complete route. Must also participate in workgroups. Perform other related duties as assigned. Overnight & weekend monitoring for safety and care of transit bus at worksite.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:

- Possess a Commercial Driver's License - Class A or B with passenger endorsement; and two (2) years of experience in operating a class of vehicles with a gross vehicle weight equal to motor coaches.

Preferred Qualifications:

- Excellent customer service skills.
- Two (2) years of commercial driving experience.

Special Requirements:

- Twenty - one (21) years of age and have an excellent driving record for the past three (3) years.
- A favorable background investigation.
- A medical examination that complies with the federal motor carrier safety regulations and pass a pre-employment drug test in accordance with the Federal Transit Administration regulations.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:
Incumbent must obtain a Navajo Nation Vehicle Operator's Permit - Type CDL, and successfully complete an emergency safety course and obtain a First Aid/Adult Child Certificate within 90 days of date of hire.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.