

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT00524068
 POSITION NO: 944399
 POSITION TITLE: Motor Coach Driver

DATE POSTED: 06/16/22
 CLOSING DATE: Open Until Filled

DEPARTMENT NAME / WORKSITE: <u>NDOT / NAVAJO TRANSIT SYSTEM /CROWNPOINT, NM</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ59A</u>
WORK HOURS: <u>Approved RT sched</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>30,004.56</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>14.37</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	DURATION : _____

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 (USDOT), and Federal Transit Administration (FTA). This is a safety-sensitive position subject to the rules and regulations of the Drug and Alcohol Policy and required testing policy per the FTA. The incumbent is required to fully comply with all operational safety rules and regulations established by Navajo Transit System.

Must be able and proficient in driving different types of Transit buses and other transit vehicles, including wheelchair lift equipped transit buses; Performs pre-trip and post-trip inspections to ensure equipment is mechanically sound and completes all documentation as required; Timely reporting of vehicle issues, defects, damages; Maintains knowledge of and adherence with all Navajo Transit System policies, procedures, and safety requirements; Responsible for safe operation of transit vehicles and adherence to traffic regulations; Provides safe, timely and courteous service to all passengers particularly those with mobility challenges; Ability to safely secure mobility devices; Assist with passenger questions concerning route operations, changing policies, and riding procedures; Understanding of current passes and fares, assist customers by issuing bus tickets and collecting cash fares; Prepares accurate, respectful, timely, and legible documentation when needed, including but not limited to fare recap, daily logs, mileage, cleaning logs, accident and incident reports; Required to obtain a Navajo Nation Purchase Card and have the responsibility of maintaining all receipt transactions, create Purchase Requisition forms reflecting the purchase card purchase and receipt data, must maintain data entry of all transactions pertaining to receipts/invoices/dates/travel authorization numbers/etc. in the online Wells Fargo Commercial Card Expense Reporting system. Responsible for honest, accurate, respectful, and trustworthy communication with passengers and co-workers; Complete daily cleaning/sanitizing of interior and exterior of bus/vehicles; Completes minor vehicle/equipment repairs such as changing wiper blades, refilling fluids, replacing light bulbs, etc. Maintains a professional company image, while working in cooperation with the public, The Navajo Nation, Chapters and City representatives; Attend scheduled trainings and meetings as a component of the driver position. Safeguard of Transit equipment and vehicles; Perform other related duties as assigned.

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.

Special Requirements:

- 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.
- A favorable background investigation.
- Twenty-one (21) years of age and have an excellent driving record for the pass three (3) years. Obtain Certification in CPR/First Aid within 90 days of hire.

(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:

Knowledge of State and Federal Transportation regulations, Knowledge of procedures for safe operation of vehicles; Knowledge of Navajo Reservation highways, streets, service entities, scheduled routes; Skill in Two-Way radio communication; Maintaining composure in crisis situations; Use prudent judgment and problem-solving skills to make reasonable and appropriate decisions and recommendations in adherence with all Navajo Transit System policies, procedures, and safety requirements; Ability to follow oral and written instructions, Work long hours and varied schedules, Sit for long periods of time, Interact with a culturally, physically, and mentally diverse population, Be able to perform the essential functions of the job; Ability to physically perform the essential functions of the job.

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