THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS0057881**	Date Posted:	**06/17/13**
POSITION NO:	242040	Closing Date:	**06/28/13**
CLASS CODE:	4147		

POSITION TITLE: **MOTOR COACH DRIVER**

DEPARTMENT NAME: Division of General Services /NAVAJO TRANSIT SYSTEM

DEPARTMENT NO: 5 WORKSITE LOCATION: Sanders, AZ

WORKS DAYS/HOURS:
Days: Mon-Fri
Hours: 8am-5pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk: 40

GRADE: R59A

SALARY:
$ 24,752.00 Per Annum
$ 11.90 Per Hour

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 Nation 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 fares, 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 and Training:

High School diploma or GED preferred. Ability to read and write English, understand written and oral directions and established procedures, and

Experience:

two (2) years of experience in operating a class of vehicles with a gross vehicle weight equal to motor coaches.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:

Good knowledge of the geography of the Navajo Reservation and surrounding areas, including location of towns, highways and roads; ability to understand and follow oral and written directions or established procedures; to learn department rules and safety regulations; how to keep records; and deal courteously with passengers.

License/Certification Requirements:

Must possess a CDL (Commercial Driver's License) - Class A or B with passenger endorsement; Must be 21 years of age and have an excellent driving record for the last three (3) years. Must provide a medical examination report that complies with the federal motor carrier safety regulations and pass a pre-employment drug test in accordance with the Federal Transit Administration regulations within 90 days must successfully complete an emergency safety course and obtain a First Aid/Adult Child Certificate and a Navajo Nation Operator's Permit - Type CDL.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***