**THE NAVAJO NATION**
**Department of Personnel Management**
**JOB VACANCY ANNOUNCEMENT**

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| REQUISITION NO: | **DGS0058963** | DATE POSTED: | **07/21/14** |
| POSITION NO: | 243180 | CLOSING DATE: | **08/01/14** |
| POSITION TITLE: | **Motor Coach Driver** | | |
| DEPARTMENT NAME / WORKSITE: | **DGS/Navajo Transit System/Monument Valley, AZ** | | |

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| WORK DAYS: | Mon-Fri | REGULAR FULL TIME: | ☑ | GRADE/STEP: | Y59A |
| WORK HOURS: | Split Shift | PART TIME: | ☐ NO. OF HRS./WK.: | $ 25,500.80 | PER ANNUM |
| | | SEASONAL: | ☐ DURATION : | $ 12.26 | 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 Transit Administration, Navajo Transit System, Drug and Alcohol Testing Policy and the Navajo Nation Personnel Policies Manual. Must be able to proficiently drive a motor coach, intercity diesel powered transit bus and other public transportation vehicles, such as wheel chair equipped fleet, commuter vans and other assigned vehicles; courteously greet passengers; assists passengers with baggage, collect fares, records cash receipts, ticket tally, mileage and ridership data, report minor and major fleet repairs and maintain assigned units. Conduct Pre- and Post- vehicle inspections to ensure the motor coach is clean and safely operational in accordance with federal motor carrier regulations. Assists as backup if a motor coach breaks down to complete route, must participate in work groups sessions, staff development. Perform other related duties as assigned. Over night and weekend monitoring for safety and care of transit bus at work site.

**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:**

***A favorable background investigation is required.***
***THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.***