THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS00522198 | DATE POSTED: 11/17/21

POSITION NO: 944399 | CLOSING DATE: 12/02/2021 by 5 pm

POSITION TITLE: Motor Coach Driver

DEPARTMENT NAME / WORKSITE: NDOT / NAVAJO TRANSIT SYSTEM /CROWNPOINT, NM

WORK DAYS: Monday - Friday | REGULAR FULL TIME: ☑ | GRADE/STEP: BQ59A

WORK HOURS: Approved RT schedule | PART TIME: ☐ NO. OF HRS./WK.: | $ 30,004.56 PER ANNUM

SENSITIVE ☑ | SEASONAL: ☐ DURATION : | $ 14.37 PER HOUR

NON-SENSITIVE ☐ | 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, Americans with Disabilities Act, 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, including wheelchair-equipped transit buses; commuter vans; and other assigned vehicles; courteously greet passengers; assists passengers with baggage and issue tickets and collect cash fares; records cash receipts, ticket fare, mileage and ridership data; and complete minor repairs, clean and maintain assigned vehicles. Conduct pre-op inspections to ensure the vehicle is clean and operational in accordance with federal motor carrier regulations. 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:

- High school diploma or GED; or related experience. 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.

<<A favorable background investigation>>

(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:

Twenty-one (21) years of age and have excellent driving record for the past three (3) years; favorable background check, pass a pre-employment drug test in accordance to FTA regulations.

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