

MOTOR COACH DRIVER

DEFINITION: Under general supervision, performs work of moderate difficulty driving a motor coach on a fixed route schedule or charter; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Operates motor coach safely; transports passengers, packages or luggage; operates recreational vehicle used as mobile counseling office; conducts pre-trip inspection to ensure the motor coach is clean and operational in accordance with federal motor coach regulations; visually inspects the inside and outside of the motor coach; documents mechanical malfunctions or other motor coach problems; notifies the mechanic of mechanical malfunction; conducts post-trip inspections; sells tickets/collects fares; prepares required reports; responsible for collected revenues, tickets rider shares and transfers; assists passengers on/off motor coach; assists as backup if a motor coach breaks down to complete route; attends meetings, in-service and related training.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the federal, state and Navajo Nation regulations for Motor Coaches/Over the Road Buses.
Knowledge of the preventative maintenance of Motor Coaches/Over the Road Buses.
Knowledge of the basic care and operation of Motor Coaches on fixed routes, or designated charters.
Knowledge of the operation of wheelchair lifts or assisting disabled passengers.
Knowledge of maintaining accurate driver records and logs.
Knowledge of basic mathematical calculations.
Knowledge of customer service practices and procedures.
Skill in safely loading and unloading baggage and express packages and boxes.
Skill in safely assisting individuals with disabilities loading and unloading.
Skill in providing customer service in the sale and receipt of tickets, schedule information and rates.
Skill in utilizing verbal and written communication skills.
Skill in utilizing radio communication system.
Skill in establishing and maintaining effective working relationships.
Ability to operate a motor coach in all types of weather.
Ability to prepare reports and records, read maps and signs and converse with the general public.
Ability to communicate effectively with customers.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires some lifting, loading and unloading baggage, packages and boxes weighing up to 50 pounds; requires handling of money and providing customer service; drives long distances in adverse weather conditions.

MINIMUM QUALIFICATIONS:

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

Special Requirements:

- Twenty-one (21) years of age and have an excellent driving record for the past three (3) years.
- A favorable background investigation.

THE NAVAJO NATION

Class Code: 4147
General Services and Maintenance Series
Labor and Equipment Operations Group
Overtime Code: Non-Exempt
Pay Grade: 59

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- 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.

PREFERRED QUALIFICATIONS:

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

Supplemental Requirements:

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.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.