

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2020-103 **Issue Date:** 09-11-20 **Closing Date:** 09-28-20

Bus Driver (Non-CDL)
Pahto Public Passage/YN Tribal Transit
Economic Development
Hourly Wage: \$12.58-\$13.21/Regular/Part-Time

Responsible to safely transport passengers through designated routes within the boundaries of the Yakama Reservation. Responsible to rotate duties to provide demand services to individuals requiring transportation to doctor appointments, grocery shopping, etc., as determined by the Program Manager. Responsible to assist with the fixed, seasonal route and para transit schedules. As a vehicle operator, you will be responsible to complete a thorough pre-trip and post-trip inspection of the vehicle you are operating. Staff members will be required to assist with the cleaning of the program vehicles. May be subject to working weekends, holidays or non-traditional hours as the position/program demands. Able to work rotating shifts. Employees will assist with cleaning of the Pahto Public Passage shelters for customers. Be able to drive a vehicle in all weather conditions. Be able to maintain a valid Washington Driver's License and maintain a Yakama Nation Driver's Permit. The Non-CDL Bus Driver position is a training position meant to offer a pathway to a full time CDL position. An employee that accepts the position will be required to enroll in a Commercial Driver's License course to move to a Class "B" or Class "C" driver's license within 18 months of hire date.

Examples of Work Performed:

- Completing a pre-trip inspection of the program vehicle before the route begins. Fill out the required vehicle inspection form. Complete the post-trip inspection. Turn the form in at the end of the shift.
- Pick up passengers at designated areas that include but, not limited to: Toppenish, Satus, Zillah, Harrah, White Swan, Brownstown, Wapato, Union Gap, Goldendale and Georgeville.
- Follow safety rules as passenger board and exit buses, cross streets/roads, roadways near the shelter stations, or areas designated by the Program Manager.
- Ensure that the Program Manager/Program Scheduler are aware of any service requirements for the program vehicles or other transportation vehicle utilized by the program.
- Maintain order and is fully aware of the passenger rules posted within the bus and/or transportation vehicle and will explain rules to passengers as needed.
- Prepare and submit reports that will include the number of passengers picked up at each stop, and number of passengers exiting at specific sites.
- A log will be maintained for number of trips, hours worked, mileage and fuel consumption.
- Maintain the program vehicles and other transportation vehicles interiors, removing garbage, vacuuming, cleaning windows, etc.
- Maintain the program shelters at all locations by disposing of the garbage, cleaning the shelters inside and outside.
- Assist with snow removal for vehicles in program parking area and removing snow from the vehicles

Knowledge, Skills and Abilities:

- Knowledge of and skill in the operation and maintenance of program vehicles. Including 14 passenger vehicles with disability lifts.
- Knowledge of highway safety laws and regulations pertaining to public transportation.
- Ability to see details at a distance.
- Ability to maintain cleanliness of buses and other transportation vehicles.
- Ability to use hand or power tools and equipment skillfully and safely for emergency maintenance of vehicles.
- Ability to use handicap life equipment on all vehicles including buses.
- Ability to work outdoors for extended periods in all weather conditions.
- Ability to communicate effectively both orally and in writing.
- Ability to use physical strength, agility and dexterity to perform duties.
- Ability to enforce safety rules and policy procedures for all passengers.

Minimum Requirements:

- Must be 21 years of age or older.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Driving permit.
- Required to pass pre-employment drug test.
- Required to pass pre-employment criminal background check and a Washington State Background check.
- Must have a valid First Aid/CPR card or obtain one within 6 months of hire.
- Maintain a Passenger Safety and Security certificate.
- Maintain a defensive driving course certificate.
- Must have a current medical/physical examination including TB skin test.
- Within the 18 months of hire must enroll and obtain a Class "B" or Class "C" Commercial Driver's License.
- Must have no history of drug and/or alcohol abuse one year prior to hire.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.