

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Transit Driver

**Reports To:** Transit Supervisor

**Department:** Public Works

**Job Vacancy:** YAN-21-040

**Status:** Full-Time; Non-exempt

**Starting Wage:** DOE

**Opening Date:** 05/03/2021

**Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

The Transit Driver will operate bus by safely transporting passengers on a fixed route to local and distant points according to time schedule, weather and traffic conditions in order to arrive at each stop at designated time.

### **QUALIFICATIONS:**

- Must have High School Diploma or Equivalent.
- Must have the ability to deal courteously with a diverse public.
- Must have the ability to understand and follow verbal and written instructions.
- Must have ability to maintain records and write reports.
- Must successfully complete and acquire training courses related to Public Transit to gain and update knowledge and skills.
- Must meet all State and Federal regulations.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.
- CDL (Commercial Driver's License) preferred by not required.

### **DUTIES AND RESPONSIBILITIES:**

- Drive Transit buses over fixed route to specified destinations according to time schedules in order to transport passengers, complying with traffic regulations.
- Perform pre/post trip inspections prior to departing and upon return of buses.
- Loads, properly secures and unloads wheelchair bound passengers
- Observes all state and federal laws for safe operation of vehicles
- Collect cash fares and tickets; keep records of commute times, passenger count and mileage.
- Transfers all monies collected to Transportation Manager who will follow finance protocol for depositing money
- Report any repairs the vehicle may need at the end of shift in written form to Transportation Manager.
- Report any Accidents or Incidents and Delays
- Advise passengers to be seated and orderly while on vehicles.
- Regulates heating, ventilating systems for passenger comfort.
- Perform duties such as cleaning / fueling buses on a daily bases
- Follow established Policy and Procedures
- Other duties as assigned.

## PHYSICAL REQUIREMENTS

Applicant must be able to perform general physical activities such as activities that require considerable use of your arms, legs and moving your whole body, such as climbing, lifting, balancing walking, stooping and handling of wheelchair passengers. Applicant must also be able to sit for extended periods of time.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

## INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**

