



PETERSBURG INDIAN ASSOCIATION

PO Box 1410

15 N. 12th Street

Petersburg, Alaska 99833

Phone: 907-772-3636

Fax: 907-772-3637

Job Title: Transit Driver

Supervisor: Tribal Transportation Director

Job Status: Part-time

Hours: Sundays and Fill-in (approx 4 hours/week depending)

Wages: \$23.00/hr

Summary:

The TTP Transit Driver focuses on the safe operation of an eight-passenger plus two wheelchair bus that transports the elderly and people who struggle with physical challenges. The driver is responsible for scheduling and routing the transit vehicle and maintaining records that outline driving activities. The driver promptly picks up and drops off riders according to a schedule that fits the needs of passengers. The driver assists passengers to board and exit the vehicle, ensures their safety, and securely fastens wheelchairs and other medical or mobility equipment. The driver performs the pre-inspection cleaning, fueling, and preventative maintenance on the transit vehicle.

Duties:

- Operates a cell phone for scheduling passengers.
- Coordinates the routing of passengers.
- Ensures all passengers are properly secured.
- Ensures all wheelchair equipment is stored properly before the movement of the vehicle.
- Safely transports passengers from designated pick-up and drop-off locations.
- Fosters and maintains good rapport with passengers, care providers, and staff.
- Operates vehicle in all weather conditions.
- Maintains daily records of passenger trip logs and vehicle inspections.
- Effectively responds to emergency situations.
- Cleans, fuels, and performs preventative maintenance on the transit vehicle.
- Promptly reports all accidents, safety issues, or injuries immediately to the TTP director and Tribal Administrator.
- Other duties as assigned.

Traits, Abilities and Physical Demands:

- Provide dependable transit service.
- Ability to effectively communicate with passengers.
- Exhibit empathy and compassion for the difficulties riders may be experiencing.
- Speak clearly; read and write in English.
- Understand and carry out written and oral instructions.
- Listen to others and accept constructive criticism.
- The transit driver will be required to sit, speak, and listen.
- The driver is frequently required to walk, use hands to touch, handle or feel; reach with hands and arms.
- The driver is required to stand, climb, or balance; and stoop, kneel, crouch, or crawl.
- The driver must frequently lift and move up to 10 pounds and occasionally lift up to 50 pounds.
- Vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The driver is exposed to outside weather conditions.



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Qualifications and Skills:

- High School Diploma or GED.
- Minimum 21 years of age.
- Valid Alaska driver's license, good driving record, and a minimum of 3-4 years driving experience.
- Pass CPR and First Aid training before transporting passengers.
- Pass the bus training course offered in Petersburg before transporting passengers.
- Pass pre-employment drug screening and random screening thereafter.
- Preferred: Six months of related experience, including the safe operation of motor vehicles with passengers.
- Preferred: Vehicle maintenance experience.