



PETERSBURG INDIAN ASSOCIATION

P.O. Box 1418

Petersburg, Alaska 99833

907-772-3636

## **Tribal Transportation Program Job Description Transit Driver**

### **Job Field**

Tribal Transportation Program (TTP)

### **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.

### **Supervision Received**

The Transit Driver is supervised by the TTP Director.

### **Supervision Exercised**

None

**Duties** (The duties listed in this section are intended as illustrations of the various types of work that may be performed.)

- Operates cell phone for scheduling of passengers.
- Coordinates the routing of passengers.
- Ensures all passengers are properly secure.
- Ensures all wheelchair equipment is stored properly prior to movement of 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 and Abilities**

The Transit Driver will demonstrate the following traits and abilities:

Production:

- Provide dependable transit service.

Communication:

- 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.

Professional Attitude:

- Work cooperatively and effectively with the public, staff, and supervisor.
- Interact effectively with staff.
- Use tact and diplomacy when dealing with passengers and fellow employees.

**Physical Demands**

- 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 ability to adjust focus.
- The driver is exposed to outside weather conditions.

**Qualifications and Skills**

- High School Diploma or GED.
- Minimum 21 years of age.
- Valid Alaska driver’s license, good driving record, and minimum of 3-4 years driving experience.
- Pass CPR and First Aid training before transporting passengers.
- Pass mini-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.

I, \_\_\_\_\_, have read the above job position description and fully understand the conditions set forth therein and I will perform these duties to the best of my ability.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date