

Sauk-Suiattle Indian Tribe

Job Description

Job Title: Part-Time/Temporary Public Transit Driver (Bus)
Department: Planning and Development Division of Transportation
Reports To: Planning and Development Director
Status: Hourly/On CALL
Approved By: Tribal Council
Approved Date: 1/19/2015

SUMMARY: Promote positive customer relations by interacting with all customers in a professional and courteous manner. Safely transport passengers along route. Determine who is authorized to board bus and enforce passenger guidelines. Use two-way radio and Mobile Data Terminal for status, location and data entry. Complete daily paperwork such as Pre-Trip, mileage, ridership and defect reports. Assist the department where needed to include dispatch, fueling/cleaning buses and special events.

Essential Duties and Responsibilities

Transport people from one place to another on a transit bus.
Operate bus by applying brakes, starting and stopping engine.
Drive regular routes on a schedule.
Announce next destinations.
Transport passengers on chartered trips or sightseeing tours.
Drive through traffic and obey traffic laws.
Deal with unruly passengers.
Stop frequently, often only a few blocks apart and when a passenger requests a stop.
Collect fares and not issue change.
Answer questions about schedules, routes, and transfer points.
Report accidents or other traffic disruptions to a central dispatcher, and follow directions when using an alternate route.
Assist disabled passengers.
Check the bus tires, lights, and oil and do other basic maintenance.
Follow tribal, state and federal transit regulations.
Keep passengers informed of delays.

Qualifications

- Must be reliable, responsible and dependable
- Individual must possess a high level of initiative and be highly motivated

- Must possess outstanding interpersonal communications skills to effectively interface with guests and/or team members
- Strong organization, prioritization and multiple-tasking skills
- Highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining work processes
- Innovative problem-solver who can generate workable solutions and resolve complaints

Education and Experience

High School Diploma or GED equivalent required

Two years of experience driving buses, or passenger vans; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved. Must possess a Washington State Driver's License.

Preferred Qualifications:

One year experience driving passenger vans.

Skills/Licensing/Training/Experience:

Computer Skills:

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers and facsimile machines

OTHER QUALIFICATIONS

Mathematical Skills:

Ability to add, subtracts, multiply, divide and use a ten key calculator.

Language Skills:

Excellent English oral and written communication skills. Spanish or other language skills a plus.

Employment Authorization:

Must be able to provide authorization to work in the United States.

Responsible to keep all documents current and valid at all times. Sauk-Suiattle Indian Tribe or other Tribal preference preferred.

Physical and Work Environment:

The physical and work environments described here are representative of those that must be met and are encountered by an employee to successfully perform the essential functions of this job.

While performing the duties of this position, the employee is regularly required to stand, walk, bend and sit for extended periods; reach with hands and arms; talk and listen on a regular basis;

Ability to work for extended periods in a bus under artificial fluorescent lighting with varying noise levels and in a road/natural environment.

Must be able to perform under pressure, concentrate for a prolonged periods and able to work long hours under stressful conditions. Specific vision abilities include the ability to adjust vision.

The employee may be exposed to the risks associated in attempting to resolve issues with difficult passengers and extremely irate clients and staff members.

Culturally Sensitive:

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace:

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN PREFERENCE APPLIES