

**Sitka Tribe of Alaska
Job Description**

“The RIDE” Public Transit Bus Driver

Exempt:	No	Salary Level:	\$15 - \$21 /hour
Benefits:	No	Hours:	On-Call
Department:	Transportation	Reports to:	Transportation Manager
Prepared by:	Transportation Director	Approved by:	General Manager

I. SUMMARY:

This position supports operations of the “the RIDE” Public Transit program and providing services to residents, visitors and patrons of Sitka with a focus on safety, quality customer service, and professionalism.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

Public Transit Fixed-Route Bus Operations

- Driver *shall* follow the scheduled route and designated time set forth by “the RIDE”
- Operate buses and vehicles in a safe, proficient and careful manner
- Operators are responsible for the safety of their passengers and property (i.e., buses, company vehicles and property near buses/company vehicles while operating)
- Report any accidents or vehicle damage to supervisor immediately
- Report any damage to vehicles that may not have been previously noticed
- Ensure elderly individuals and individuals with disabilities are provided access to public transit
- Shall be flexible to drive *any shift* “the RIDE” has for operation
- Responsible for the protection of each revenue box on buses operating, ensure all cash is safe and secure
- Responsible for ensuring all buses Pre-Trip reports are completed and the pre-trip information is reported to the Transportation Manager and/or Transportation Director
- Provide aide to passengers who may need extra assistance.

Ensure Cleanliness of Vehicles

- Drivers are responsible for the bus’s *interior* cleanliness
- Drivers are assigned to clean bus *exteriors*.

Meetings, Responsibilities and Professional Conduct

- Attend all required driver, trainings, meetings and workshops
- Attend staff meetings set by the STA and/or the Transportation Department
- Responsible for daily pre-trip *and* post-trip vehicle inspections
- Record daily work hours by accurately signing in and out
- Submit completed and signed time sheets on scheduled days
- Responsible for safekeeping and return of assigned keys and uniforms
- Wear required uniform and maintain professional appearance
- Assist in dispatch duties as assigned
- Other duties as assigned by the Transportation Manager and/or Transportation Director

This position requires:

- The operation of a vehicle requires the driver to hold a Commercial Driver’s License (CDL), Class “C”, with Passenger Endorsement
- Drivers maintain a transit revenue service vehicle while in service
- Controlling the movement of a transit revenue service vehicle
- Possession of a current First Aid/CPR certification

III. MINIMUM QUALIFICATIONS:

Education, certifications and license

- High school diploma or G.E.D
- Current certification in CPR and First Aid or ability to obtain certification in CPR and First Aid.
- Valid Alaska Drivers License
- Valid Alaska CDL, Class “C”, with Passenger Endorsement

Skills and Abilities

- Excellent communication and public relation skills
- Ability to communicate clearly, both verbally and non-verbally, to passengers and co-workers in a professional manner
- Ability to maintain composure and professionalism in high pressure situations
- In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)

Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check submit fingerprints and submit a separate application for suitability. No individual may fill this position who:

- Who has been convicted of any crime involving a sexual offense;
- Who has been found guilty of or pled guilty or no contest to, two misdemeanors or one felony crime involving any crimes of violence, crimes against persons, offenses committed against children, sexual assault, molestation, exploitation, contact, or prostitution;
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual’s trustworthiness; or
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or child.
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual’s immediate supervisor.

Drug and Alcohol-Free Workplace

This position is considered safety-sensitive according to Sitka Tribe of Alaska’s Drug and Alcohol-Free Workplace Ordinance. This position therefore requires a pre-employment drug screening, and is subject to reasonable suspicion, random, post-accident, return to duty and follow-up drug and/or alcohol testing.

IV. PREFERENCE

Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.