

**Sitka Tribe of Alaska**  
**Job Description**  
**TRANSIT DRIVER – On Call**

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<b>Exempt:</b>	No	<b>Grade:</b>	3 (18.15 – 19.56) DOE
<b>Department:</b>	Transportation	<b>Hours:</b>	On Call
<b>Reports to:</b>	Transportation Manager	<b>Effective Date:</b>	February 1, 2021

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## **I. SUMMARY**

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

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **A. Supervision and Authority**

This position reports to the Transportation Manager and does not supervise any positions.

### **B. Public Transit Fixed-Route Bus Operations**

- Shall be flexible to drive any shift “the RIDE” has for operation
- Driver will follow the route and designated time schedule set forth by “the RIDE”
- Operate large vehicles in a proficient and careful manner
- Provide aide to passengers who may need extra assistance
- Operators are responsible for the safety of their passengers
- 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 opening each revenue box on buses operating, placing all cash and/or checks back to a safe and secure location determined by the Transportation Department
- Responsible for ensuring all buses Pre-Trip reports are completed and the pre-trip information is reported to the Preventative Maintenance Staff, Transportation Manager or Transportation Director

### **C. Ensure Cleanliness of Vehicles**

- Drivers are responsible for the interior cleanliness of their buses
- Drivers are assigned to clean bus exteriors on a rotating schedule

### **D. Meetings, STA Reporting and Professional Conduct**

- Attend all required trainings and workshops
- Attend staff meetings set by 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
- Represent Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

This position requires:

- The operation of a transit revenue service vehicle, even when the vehicle is not in revenue service
- The operation of a vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Driver's License (CDL)
- Maintaining a transit revenue service vehicle or equipment used in revenue service
- Controlling the movement of a transit revenue service vehicle
- Driving a motor vehicle carrying a person or persons under 18 years of age

## **III. MINIMUM REQUIREMENTS**

### **A. Education**

- High School Diploma or GED

## **B. Experience**

- Experience driving a passenger van/bus preferred
- Experience working with the public preferred.

## **C. Additional Requirements**

- Current certification in CPR and First Aid or ability to obtain certification in CPR and First Aid prior to first day of work (training, if needed will be provided)
- Valid Alaska Drivers License
- Commercial Driver License (CDL) or ability to obtain one

## **D. Knowledge, 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)

## **IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES**

- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

## **V. PREFERENCE**

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

## **VI. ADDITIONAL**

### **A. 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 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.

### **B. 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.