

**SUSANVILLE INDIAN RANCHERIA**  
**745 Joaquin St**  
**Susanville, CA 96130**

**POSITION ANNOUNCEMENT**

POSITION: Bus Driver  
DATE OF ANNOUNCEMENT: 10/25/2016  
CLOSING DATE: 11/04/2016  
HOURS: Full-time  
SALARY: (\$15.00- \$16.56/hr DOE – funded through FTA grant)

**GENERAL STATEMENT OF RESPONSIBILITY:**

The Bus Driver provides safe transportation in the operation of an 8 to 28 passenger bus; assists passengers, and collects fares.

Subject to P.L. 101-630

Subject to D.O.T. Regulations

**SPECIFIC RESPONSIBILITIES:**

1. Drives an 8 to 28 passenger bus over specified routes or to specified destinations according to time schedules, complying with traffic regulations to ensure that passengers have a smooth and safe ride.
2. Performs routine walk-around inspection on vehicle before accepting passengers; reports any defects to dispatcher on duty and fills out a vehicle defect form.
3. Fuels vehicle as necessary.
4. Safely picks up and discharges passengers; maintains order at all times; collects fares.
5. Provides passenger assistance; operates wheelchair lifts and restraints.
6. Regulates heating, cooling, lighting, and ventilating system for passenger comfort.
7. Greets passengers, collects fares, and provides transit information in a courteous manner.
8. Secures and turns in found articles.
9. Cleans vehicle, transit facilities, and assists in the office.
10. Operates two-way radio in a professional manner.
11. Performs hourly vehicle walk-through and walk-arounds while enroute.

12. Reports changing conditions and questionable transport situations to supervisor.
13. Attends training, retraining or other meetings as necessary.
14. Maintains vehicle as outlined in "Preventative Maintenance Procedure."
15. Prepares daily reports on fares collected, trip deviations, mechanical malfunctions, accidents, incidents, and passenger tallies.
16. Treat passengers with dignity and respect; maintains confidentiality in all situation.
17. Contributes to the team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards.
18. Other duties as assigned

### **QUALIFICATIONS**

1. High school diploma or GED.
2. Valid commercial Class B license with a passenger endorsement and insurable as determined by the Susanville Indian Rancheria insurance provider.
3. Two years experience with the safe operation of a commercial vehicle in a variety of weather conditions.
4. Ability to demonstrate self-motivation, service to the public, and a willingness to do a good job.
5. Ability to deal with public in a pleasant and courteous manner.
6. Ability to remain calm in adverse weather conditions, crowded traffic conditions, and when dealing with irate or disorderly passengers
7. Ability to understand and carry out written and oral instructions
8. Possess excellent driving skills and knowledge of motor vehicle laws, ordinances and safe driving practices.
9. Possess ability to read a map.
10. Possess excellent communication and decision making skills.
11. Excellent attendance record.
12. Excellent verbal and written communication skills.
13. Experience working with people with disabilities.

14. Must possess current CPR and First Aid certification (or obtain certification within 6 months).
15. Ability to work varying hours including early morning, late evening, and on weekends
16. Ability to sit for long periods of time (three to six hours).
17. Ability to lift and carry up to 50 pounds.
18. Willingness to drive in adverse weather conditions.
19. Must have physical ability to assist passengers in and out of vehicle.
20. Must not be a registered sex offender for any offence involving force, duress, threat or intimidation.\*
21. Must not be habitually or excessively use or be addicted to narcotics or dangerous drugs or have been convicted during the preceding seven years of any felony offenses relating to the use, sale, possession or transportation of narcotics, addictive drug or alcohol. Must not habitually or excessively use intoxicating beverages.\*
22. Excellent oral and written communication skills.
23. Have ability to work independently and cooperatively.
24. Must have excellent customer service skills.
25. Must relate well with Native Americans.

PREFERENCE WILL BE GIVEN TO NATIVE AMERICANS. (42 CFR 36.221

\*Authority cited: Sections 14105 and 14124.5, Welfare and Institutions Code.  
Reference: Section 14132, Welfare and Institutions Code.