

**NOME ESKIMO COMMUNITY  
POSITION DESCRIPTION**

**JOB TITLE:** Transit Driver  
**DEPARTMENT:** Administration  
**REPORTS TO:** Executive Director  
**POSITION STATUS:** Regular Part-Time  
**EXEMPT STATUS:** Non-exempt  
**PAY RANGE:** 4-5-6 \$19.93 - \$22.43 per hr. D.O.E.

**BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

Under the direction of the Executive Director, drives a transit vehicle to designated locations to transport students, adults, and elders. Passengers may include those who are mentally or physically disabled, in wheel chairs, or otherwise require special help; transports pre-school children from preschool classes; assists in general maintenance/servicing of the transit vehicle and performs other related duties as assigned.

**ESSENTIAL FUNCTIONS**

1. Drive a transit vehicle daily to designated locations; maintaining departure and arrival times as scheduled. Adjust pick-up procedure to ensure time management per transit schedule.
2. Pick up and discharge passengers; assist passengers in getting on/off the bus.
3. Lift and position passengers on bus and into seats before fastening/checking seat belts if needed.
4. Lock wheelchairs into place on transit vehicle if needed.
5. If appropriate, wait for parents to receive children upon delivery at home or designated destination.
6. Follow established procedures for emergencies.
7. Maintain discipline on transit vehicle.
8. Service transit vehicle with gas/oil, clean interior and exterior as recommended per manufacturer guidelines.
9. Prepare daily routine logs and other reports as required.
10. Transport passengers on special trips/activities as required.
11. Conform to safety policies and procedures established by employer as well as other applicable safety guidelines for transportation service.
12. Attendance must be adequate to perform the above listed essential job functions.
13. Proper pre check and post check of transit vehicle.
14. Pass a Physical Performance Evaluation.
15. Other duties as assigned.

## **QUALIFICATIONS:**

1. Valid Alaska Driver's License with an acceptable driving record; must have driver's license for at least three years and pass driving history requirements for insurance carrier.
2. City of Nome Chauffer's License required.
3. Basic Life Support (BLS) certificate.
4. Background check clearance.
5. Physical ability to perform the above listed essential functions with or without reasonable accommodation.
6. Ability to communicate effectively orally and in writing, ability to establish and maintain effective working relationships with others, ability to learn special needs of particular individuals, and willing to improve performance as identified by supervisor.
7. Ability to work independently at routine tasks, ability to maintain discipline among students.
8. Previous experience in a school bus setting or public transportation setting; previous experience with persons with special needs.
9. Knowledge of safe driving practices and procedures, first aid procedures and of provisions of the state codes applicable to the operation of school busses and the transporting of students.
10. Ability to learn emergency procedures for working with mentally and physically handicapped children, pre-school students and community school students. Ability to learn to operate a mobile phone.
11. Basic computer skills for Microsoft Office Word, Excel, Outlook and Internet.

Updated 03/14/17