



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	550-2000-043 550-2000-044 550-2000-045 550-2000-047 550-2000-048 550-2000-049 550-2000-050 550-2000-051 550-2000-052 550-2000-053 550-2000-054 550-2000-055 550-2000-056 550-2000-057 550-2000-058 550-2000-059 550-2000-060 550-2000-061 550-2000-062 550-2000-063 550-2000-064 550-2000-065 550-2000-066 550-2000-071 550-2000-072 550-2000-068 Snowbird	<b>Last Revised:</b>	06/14/2016
<b>Position Title:</b>	Driver	<b>Department:</b>	Transit
<b>Reports to:</b>	Transportation Coordinator	<b>Division:</b>	Department of Transportation

**Primary Function:** Safely transports children and adults to and from specified destinations, using a variety of types of vehicles. Safely drives as much as 200 miles per day, and interacts courteously and professionally with as many as 100 passengers per shift. Performs daily inspections, fuels, and cleans assigned vehicles. Maintains proper logs for trips and mileage records. Must keep in mind the needs of our passengers to arrive safely at their various destinations.

- Job Duties and Responsibilities:**
- High level of alertness must be maintained at all times. Must keep safety practices first and foremost in mind each minute of shift as the drivers literally have hundreds of passengers' lives in their hands each week.
  - Must keep in mind at all times the needs of our passengers to be at their destination in a timely manner, i.e. public passengers need to be at work on time, medical passengers need to be at their medical appointments on time, dialysis passengers must be safely delivered to dialysis treatments on time and residents and visitors alike must be picked up and dropped off at various businesses and agencies in a timely manner. Updates passengers schedules on passenger pick up board correctly to communicate with other drivers on an ongoing basis.
  - Must be prepared to assist dialysis passengers with emergency bleeds, nausea, and vomiting. Must be prepared to clean vehicle using proper biohazard cleaning supplies.
  - Deals with unruly passengers and makes sure these passengers do not interfere with other passenger's and driver's safety.
  - Daily performs a mandatory pre and post trip inspection of each vehicle assigned. Required to cycle wheelchair lifts each shift during pre-trip inspection. Notes any problems and decides on the safety of the vehicle before leaving the base parking area.
  - Reports maintenance needs found in inspection or during use to coordinator, coordinator's designee and/or maintenance technician for repair.
  - Must keep accurate log sheets to track number of passengers, mile traveled, time spent driving and fares collected during each shift.
  - Must be ready at all times to perform evacuations quickly, safely assisting each passenger from the vehicle in case of an emergency.

- Must exhibit skill in the operation of assigned vehicles and communications equipment such as radios.
- Practices good customer service skills, always with tact and courtesy.
- Required to collect fares from passengers and accurately reconcile all monies collected at shifts end.
- Required to assess road conditions constantly. Reports road conditions and hazards to appropriate supervisor and dispatcher.
- Obtains route and vehicle assignment from coordinator or coordinator's designee and checks equipment to ensure safe operation and proper maintenance.
- Must be flexible as routes and schedules subject to change based on program needs.
- Other duties as assigned.

**Education  
/Experience:**

Requires the possession of a valid North Carolina driver license. The incumbent must have at least five years driving experience, with a good driving record for the preceding three years. Consideration will be given to applicants having less than five years providing they have previous job related driving experience. Position will require 3 months to become proficient in most phases of the job. A high school diploma, GED, OR equivalent combination of education, related experience, and training are required.

**Job Knowledge:**

Requires the ability to understand and follow oral and written operating functions. Must have the ability to recognize, create, and follow logical sequences for pickup and drop-off of passengers in an efficient manner. Must have knowledge of safety procedures and use of basic safety equipment. Must be able to perform inspection of vehicles and to recognize abnormal operating functions in the assigned vehicle. Position requires driving skill and knowledge of health and safety regulations.

**Contact with  
Others:**

Drivers are responsible for the safety of the passengers of Transit. Failure to follow proper safety procedures and motor vehicle laws could result in serious injuries to self and passengers. Proper safety procedures, equipment, and practices are required at all times. Carelessness on the part of an individual driver may result in the serious injury or death of others. Performs work assignments in cooperation with other departments within the Tribe where failure to complete tasks efficiently could affect the work of others.

**Mental /Visual  
/Physical Effort:**

Job duties require the incumbent to perform various duties that require being able to walk, sit, speak, hear, reach, lift, bend at the waist and turn neck and shoulders to check rear of vehicle. Must be able to safely secure wheel chairs by fastening ties on the floor to the chair which requires bending in tight spaces and low to the floor. Must be able to climb up and down into vehicles higher up than most vehicles. Must be able to assist passengers in wheel chairs by rolling them forward and back, tilting back, and lifting the wheel chair if needed. Must be able to physically assist passengers in the event of an emergency with evacuation of the vehicle. Must have visual acuity, manual dexterity, and good eye/hand/foot coordination. Required to undergo and successfully pass a physical examination.

**Environment:**

Works in outdoor environment. Constantly exposed to traffic hazards, various temperatures, weather hazards, and could be exposed to biohazards in the form of human fluids in the performance of duties. Will encounter passengers unknown to Transit staff and will pick up in isolated dark areas. May encounter animals, wild, and domestic. Proper safety procedures and practices are required at all times and would result in a minimum of accidents on the job. Incumbent has exposure to equipment with moving parts, vehicle fluids, and traffic where caution is required to prevent serious injury. Following established safety guidelines and procedures would minimize the likelihood of injuries.

**Resourcefulness & Initiative:**

Follows defined policies and procedures. Judgment and resourcefulness are required to operate vehicles without direct supervision and in the most efficient manner. Encounters varied and unusual circumstances that might require quick response and problem solving skills.

**Responsibility for Safety /Equipment:**

Performs inspection and cleans inside and out of assigned equipment. Works with equipment, which could be damaged if improperly used and not maintained, resulting in costly repairs.