



# Eastern Band of Cherokee Indians

## DRIVER

### Position Description

<b>Program:</b>	Transit	<b>Reports to:</b>	Assistant Supervisor - Transit
<b>Division:</b>	Operations	<b>Position Number:</b>	955020043; 955020044; 955020045; 955020047; 955020048; 955020050; 955020051; 955020052; 955020053; 955020054; 955020055; 955020057; 955020058; 955020059; 955020060; 955020061; 955020062; 955020063; 955020064; 955020065; 955020066; 955020071; 955020072
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	10/01/2022
<b>Pay Level:</b>	8	<b>Safety Sensitive:</b>	Yes

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

### POSITION PURPOSE

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.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- 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.

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- 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.
- 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 to include maintaining a high level of alertness at all times.
- Must be flexible as routes and schedules subject to change based on program needs.

### Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

### MINIMUM MANDATORY QUALIFICATIONS

<b>Experience:</b>	Experience of 5 years of driving motor vehicles, with a good driving record for the preceding 3 years.
<b>Education:</b>	High School Diploma or GED Equivalent required. Equivalent combination of education and experience may be in lieu of degree, with required related experience of an additional 1 year.
<b>Licenses &amp; Certifications:</b>	Valid, insurable NC Driver's License required.

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key 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.
- Position will require 3 months to become proficient in most phases of the job.

#### Safety/Accuracy Focus:

This position has been designated as safety-sensitive based upon position tasks, and required knowledge, skills, and abilities. 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 to 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. A high level of alertness must be maintained at all times. Must pay careful attention to all information when booking a trip as making a mistake may cost the passenger their appointment if information is recorded wrong. Must keep safety practices first and foremost in mind each minute of the shift.

Performs work assignments in cooperation with other departments within the Tribe where failure to complete tasks efficiently could affect the work of others. Must have knowledge of safety procedures and use of basic safety equipment. Performs inspection and cleans inside and out of assigned proper sanitation equipment. Works with equipment, which could be damaged if improperly used and not maintained, resulting in costly repairs.

#### Key Relationships:

Practices good customer service skills, always with tact and courtesy. Drivers are responsible for the safety of the passengers of Transit. Performs work assignments in cooperation with other departments within the Tribe where failure to complete tasks efficiently could affect the work of others.

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### Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. 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.

### Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Will be knowledgeable about passenger's personal lives. A high degree of confidentiality is required.

### Complexity of Duties:

This position includes completing tasks of varying complexity levels.

### PREFERRED QUALIFICATIONS

No other preferred qualifications.

### WORK ENVIRONMENT

**Work Environment:** This position can involve exposure to various hazards in the work 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 passenger's 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.

**Mental/Visual/  
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. 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 wheelchairs 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 wheelchairs 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

### OTHER

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

**Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

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**Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:*** *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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**ACKNOWLEDGMENT**

I have reviewed the content of the **Driver** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

\_\_\_\_\_  
*Employee (printed name)*

\_\_\_\_\_  
*Employee (signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor (printed name)*

\_\_\_\_\_  
*Supervisor (signature)*

\_\_\_\_\_  
*Date*