



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: BUS DRIVER I DATE OPENED: 09/18/2017

DEPARTMENT: EAGLE TRANSIT CLOSING DATE: 09/22/2017

If you have any questions about this position vacancy, call: (406) 758 - 2427.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

FULL TIME

REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ _____ per _____

PART TIME

SEASONAL

STARTING WAGE: \$ 15.2467 per Hour

SALARY AT:

1 YEAR STEP: \$ 15.8566 per Hour

2 YEAR STEP: \$ 16.4909 per Hour

3 YEAR STEP: \$ 16.8207 per Hour

TEMPORARY

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

Please see the attached job description.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

BUS DRIVER I

NATURE OF WORK:

Positions in this class drive passenger vans to transport general public and physically and developmentally disabled handicapped.

The tasks performed require employees to exercise caution and be alert when transporting the public and the strength and agility to assist the public into and out of the van. Work also requires accurately reading a map of the area and locating addresses, dealing with passengers in a pleasant and courteous manner, and driving safely in a variety of weather and traffic conditions.

Work is performed under the direct supervision of the transportation coordinator who assigns work through daily or weekly schedules or special assignments on a daily basis. Work is reviewed for adherence to time and route schedules, safe operation and care of equipment, and passenger safety and satisfaction.

Employees in this classification have frequent contact with the public in providing transportation services.

REPRESENTATIVE EXAMPLES OF WORK: (Only major tasks are identified for most positions; refer to detailed position description for a more detailed listing of duties)

Operates a 9 to 30 passenger, radio-equipped van or bus in transporting general public, elderly or physically handicapped on a fixed route or Dial-Ride.

Performs visual inspection and operational safety check of assigned vehicle; keeps alert for mechanical and other equipment problems requiring attention; reports repair needs; reports traffic hazards, accidents, and other conditions requiring attention; gases vehicles; cleans and washes vehicles and parking areas.

Ensures that any deficiencies noted in the inspection are corrected.

Records required operating data on daily trip record sheets such as mileage, hours of operation, and number of passengers by category; records total passenger count over route for specified period of time.

Ensures passenger safety by enforcing rules of conduct and operation; checks van for lost items and reports same.

Records exact details regarding all donations.

Ensures safe transportation of elderly and disabled persons and others with special needs.

Reports any accident or incident, no matter how minor, to the supervisor; and reports any accident involving death, personal injury, or property damage of more than \$250.00 to the proper civil authorities.

Ensures that all packages and other loose objects are out of the aisle and secured to prevent personal injuries from flying objects.

Ensures that all passengers have seat belts buckled.

Assist passengers in entering and exiting vehicles safely.

Maintains patience, courtesy, and understanding in dealing with all passengers. Recognizing and providing the specific care that is required for each special client.

Proficiency in operation of lifts, wheelchairs, radios, and other special equipment, as well as a variety of vehicles, i.e. vans, buses, cars.

Regular attendance at drivers' meetings and training programs.

Close communication with driver instructor, dispatcher, and operations manager.

Pride in appearance and maintenance of vehicles.
Performs related work as assigned.

SELECTION FACTORS: (These factors will be the basis for selecting the most qualified applicants to be interviewed. Applicants selected for employment must satisfactorily demonstrate possession of these factors during and after a prescribed probationary period for continued employment)

Knowledge of:

- * all State and local traffic laws and regulations.
- * the main traffic arteries in the City and in the County.
- * methods and capability of performing a basic pre-trip vehicle inspection to assure that the bus is in safe operating condition.
- * knowledge of First Aid and CPR.

Ability to:

- * deal with the public in a pleasant and courteous manner.
- * maintain required records.
- * demonstrate physical strength and agility sufficient to assist the disabled and wheelchair clients.
- * display a high degree of skill in all operations of the bus.

Applicant must possess:

- * current Commercial driver's license with passenger endorsement and air brakes.
- * have a driving record verified by Montana Highway Patrol Request form.
- * have an Eagle Transit approved physical examination. A copy of the doctor's report must be submitted to the HR manager.
- * have a current First Aid card and CPR certification and Passenger Assistance or be willing to obtain certification when the class is offered in the area.

GENERAL RECRUITING INDICATORS: (Person applying for position of this classification should have the following experience and/or training)

Five years experience in the safe operation of passenger vehicles; or, any equivalent combination of experience and training which indicates possession of the knowledge, skills, and abilities listed.

Action	Date	Reference
Adopted	7/01/88	Commissioners' Minutes
Revised	05/26/05	Commissioners' Minutes
Revised	02/26/08	Commissioners' Minutes
Revised	07/01/14	HR Salary Recommendation Transmittal Signed 5/28/2014
Adopted	06/19/2017	Position Grade Changes Effective 7/1/2017 (FY18)