FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Bus Driver DATE OPENED: 05/12/2020

DEPARTMENT: AOA Eagle Transit CLOSING DATE: 05/26/2020

If you have any questions about this position vacancy, call: (406) 758 - 2426

NUMBER OF POSITIONS OPEN: 2 BARGAINING UNIT: Non Union

___ FULL TIME ___ REGULAR (YEAR ROUND POSITION)

✓ PART TIME ✓ SEASONAL

___ TEMPORARY

IF APPLICABLE:
TRAINING WAGE: $ _____ per

STARTING WAGE: $ 15.94 per Hour

SALARY AT:
1 YEAR STEP: $ 16.57 per Hour
2 YEAR STEP: $ 17.24 per Hour
3 YEAR STEP: $ 17.58 per Hour

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

SEE ATTACHED JOB DESCRIPTION. Additional information:

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

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Bus Driver	**Job Code:** 04330	
Department:	Agency on Aging/Eagle Transit	**Pay Grade:** Stnd 19	
Reports to:	Transportation Program Manager	**FLSA Status:** ☒ **Non-Exempt**	☐ **Exempt**

Department Overview: Eagle Transit provides public transportation services within Flathead County, including fixed route city and commuter buses for the general public and paratransit service, a shared ride, appointment-based option for people who have disabilities or other conditions that make it difficult for them typically to use fixed route service. Through a Cooperative Agreement with the State of Montana and the Glacier National Park, Eagle Transit also manages daily operation of the public bus system at Glacier National Park during the summer season. Eagle Transit is a division of the Flathead County Agency on Aging.

Job Summary: This position drives passenger vans and buses to transport general public and people with disabilities. This position assists passengers into and out of the vehicle, reads maps to locate addresses, and drives safely in a variety of weather and traffic conditions.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Operate a 9 to 30 passenger radio-equipped van or bus to transport the general public, elderly or disabled persons on a fixed route or Dial-A-Ride; ensure safe transportation for all riders
- Perform visual inspection and operational safety check of assigned vehicle; keep alert for mechanical and other equipment problems requiring attention; report repair needs; report traffic hazards, accidents, and other conditions requiring attention; fill vehicle with fuel; clean and wash vehicles and parking areas
- Ensure that any deficiencies noted in the inspection are corrected
- Record required operating data on daily trip record sheets such as mileage, hours of operation, and number of passengers by category; record total passenger count over route for specified period of time
- Ensure passenger safety by enforcing rules of conduct and operation; check van for lost items and reports same
- Record exact details regarding all donations
- Report any accident or incident, no matter how minor, to the supervisor; and report any accident involving death, personal injury, or property damage to the proper civil authorities
- Ensure all packages and other loose objects are out of the aisle and secured to prevent personal injuries from flying objects
- Ensure all passengers have seat belts buckled

- Assist passengers in entering and exiting vehicles safely
- Maintain patience, courtesy, and understanding in dealing with all passengers, recognizing and providing the specific care that is required for each special client
- Demonstrate proficiency in operation of lifts, wheelchairs, radios, and other special equipment, as well as a variety of vehicles, i.e. vans, buses, cars
- Regularly attend drivers' meetings and training programs.
- Maintain effective communication with driver instructor, dispatcher, and transportation manager.
- Demonstrate pride in appearance and maintenance of vehicles.
- Perform related work as assigned.

Physical Demands and Working Conditions:

- The employee is constantly required to use hands to handle objects, keyboard, reach, grip, and grasp.
- Frequently required to sit, talk, write, listen and read.
- The employee may infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl.
- Requires exertion of up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and a negligible amount of force constantly to move objects and operate vehicles and equipment.
- The employee is occasionally required to lift and/or move up to 50 pounds.
- Vocal hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, night vision, peripheral vision, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities.
- Work is performed in an office environment and bus barn as well as in the field. The worker is subject to inside and outside environmental conditions, atmospheric conditions, and oils.
- This is considered a safety sensitive position subject to drug and alcohol testing.

Supervision Exercised: The primary function of this job is not in a supervisory capacity.

Knowledge, Skills, and Abilities:

Knowledge of:

- State and local traffic laws and regulations.
- First Aid and CPR
- main traffic arteries in surrounding cities and in the County
- performing a basic pre-trip vehicle inspection to assure that the bus is in safe operating condition

Skills and abilities 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
- safe driving record

- current DOT physical examination on file with the Human Resource Department
- current Defensive Driving Certification, First Aid card, CPR certification, and Passenger Assistance or obtain certification when the class is offered in the area

Education and Experience:
Five years of 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	7/1/88	Commissioners' Minutes
Revised	5/26/05	Commissioners' Minutes
Revised	2/26/08	Commissioners' Minutes
Revised	7/1/14	HR Salary Recommendation Transmittal Signed 5/28/2014
Revised	6/19/17	Position Grade Changes Effective 7/1/2017 (FY18)
Revised	12/4/17	Commissioners' Minutes

I have received, reviewed and understand the position description above. I further understand that I am responsible for the satisfactory execution of the essential functions described therein under conditions as described.

_____ _____
Employee Signature Date

_____
Printed Name