



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: BUS DRIVER I DATE OPENED: 10/18/2016
 DEPARTMENT: EAGLE TRANSIT CLOSING DATE: 11/01/2016

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)
 PART TIME SEASONAL TEMPORARY

IF APPLICABLE:
 TRAINING WAGE: \$ _____ per _____
 STARTING WAGE: \$ 14.61 per Hour
 SALARY AT:
1 YEAR STEP: \$ 15.20 per Hour
2 YEAR STEP: \$ 15.81 per Hour
3 YEAR STEP: \$ 16.12 per Hour

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

TYPING TEST REQUIRED? NO YES _____ = _____ NET WORDS PER MINUTE

PLEASE NOTE: Any required typing or skills test must be completed before the position closing date and the certificate must be attached to your application. Certificates must have a completion date within 6 months of the date the application was submitted to the Flathead Job Service Workforce Center. Please contact the Flathead Job Service Workforce Center at (406) 758-6200 for information on how to complete the required test(s).

SEE ATTACHED JOB DESCRIPTION. Additional information:

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APPLICATION FORMS FOR THIS POSITION CAN BE OBTAINED AT:

Flathead Job Service Workforce Center
 427 First Avenue East
 Kalispell, MT 59901

OR ON FLATHEAD COUNTY'S WEBSITE:

http://flathead.mt.gov/human_resources/jobs.php

ALL COMPLETED APPLICATIONS MUST BE RETURNED TO THE FLATHEAD JOB SERVICE WORKFORCE CENTER BY 5:00 PM ON THE CLOSING DATE. Application packets can be delivered to the address above or emailed to kalisPELLjSC@mt.gov. Faxed applications will not be accepted.

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