

## ***JOB DESCRIPTION***

### **TITLE: Public Transit Driver**

### **GENERAL DESCRIPTION**

Under supervision of the GVC Transportation Manager, the Transit Driver operates GVC-owned vehicles to provide transportation services to the general public, showing particular attention to the elderly or disabled residents along established routes in the Copper River basin; receives calls for service, keeps records of daily duties and passengers; provides assistance to elderly or disabled residents through the operation of lifts and other special devices; inspects, cleans and services the van and assists in maintaining it in a safe operating condition; reports and follows up on more extensive repair needs; collects and submits information on van operations as required on forms on a daily, weekly and monthly basis; and performs other duties as required.

### **SUPERVISION RECEIVED**

Receives direct day-to-day supervision from the GVC Transportation Manager; program oversight supervision is provided by the Tribal Administrator.

### **ESSENTIAL FUNCTION STATEMENTS** – *Essential duties may include, but are not limited to, the following:*

Inspects vehicle to insure safe and clean conditions and mechanical readiness; performs basic vehicle maintenance, including checking engine and vehicle fluid level, tire pressures; documents inspection prior to driving; reports vehicle maintenance problems to Supervisor.

Operate a passenger vehicle in a safe, efficient, and defensive manner; ensures that all passengers are wearing their seat belts prior to departure; operate wheelchair lift; interact with passengers and co-workers in a courteous and helpful manner; possess a sincere interest and ability to work pleasantly with elderly and handicapped.

Must be punctual and reliable; run scheduled routes in accordance with established and posted schedules; and clean interior and exterior of vehicle at end of each day.

### **QUALIFICATIONS**

#### **Knowledge of:**

Safe driving practices and techniques; basic vehicle maintenance; map reading and interpretation; safety precautions necessary in the operation of a transport vehicle; and a general understanding of the Alaska vehicle and operator codes.

Must be familiar with the roads and settlements of the Copper River basin.

**Ability to:**

Maintain a clean, well-trimmed, trustworthy, safe, and professional appearance and demeanor. GVC is operating a professional public service and drivers must reflect this; essential uniform components will be provided.

Perform sometimes physically demanding activities; follow oral and written instructions; use good judgment in the scope of assigned authority; and demonstrate an awareness and appreciation of and respect the cultural diversity of the community.

**Education, Experience, and Training Guidelines** – *Any combination of education, experience, and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A High-School diploma (or equivalent) is required.

A minimum of 5-years driving experience required (passenger transport experience preferred but not required). A clean 5-year driving record is required (i.e. no DUIs, careless or reckless driving, excessive speeding, at-fault accidents, etc.).

Training to obtain required driver's license endorsements may be required. Driver's safety training and periodic refresher training may be required.

CPR and First Aid Certification preferred.

**License or Certificate:**

Must possess, or obtain within 2 weeks of appointment, a valid Alaska Class C commercial driver's license with a P (passenger) endorsement.

**WORKING CONDITIONS**

**Environmental Conditions:**

Exposure to extreme outdoor weather conditions; hazardous snowy and icy driving conditions can be expected and in fact are the norm during winter months.

**Physical Conditions:**

Must have the physical ability to drive for extended periods and the physical strength to assist elderly or disabled persons, sometimes in wheelchairs, in boarding and disembarking transit vehicle. Must be able to lift and move at least 50 pounds.

**Alcohol & Drug Free:**

The Gulkana Village Council practices strict adherence to an alcohol and drug free workplace. Violation of this policy by GVC Transit Drivers, while on or off-duty, may result in immediate termination of employment without any additional notice.