

Position opens: June 17, 2021

Elko County Human Resources Employment Opportunity Announcement

POSITION: Non-CDL Transit Bus Driver (Driver I – Rotational Shifts)

SALARY: Step 1 - \$ 14.2800
Step 2 - \$ 14.7084
Step 3 - \$ 15.1497

APPLICATION DEADLINE: Position will remain open until filled. First application review will be conducted the week of July 2, 2021.

Elko County Transit Department is seeking qualified candidates for the position of non-CDL Transit Driver. Shift work required, including graveyard. The successful candidate must be able to pass a background check, pre-employment physical and pre-employment drug and alcohol screening. This position is safety sensitive under the Federal Transit Administration's Drug and Alcohol Policy 49 CFR Parts 40 and 655. Candidates must submit a copy of their Motor Vehicle Record from the Department of Motor Vehicles with the employment application.

- 100% PERS Retirement
- Minimal Fee for Medical/Rx, Dental, Vision and group life insurance
- This is a grant funded position and is reliant on the annual approval of grant(s).

Obtain an application and full job description at www.elkocountynv.net.

Elko County Human Services
540 Court St, Second Floor
571 Idaho St. (Mailing Address)
Elko, NV 89801
(775) 738-4375 phone
(775) 738-5984 fax

Elko County is an Equal Opportunity Provider and Employer

In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.



**ELKO COUNTY
HUMAN SERVICES**
571 Idaho Street
Elko, NV 89801
775.738.4375
775.738.5984 (fax)

**Job Code: 25726
Date Est.: 4/2020
Last Rev.:
FLSA: Non-exempt
Probation:**

NON-CDL TRANSIT BUS DRIVER

DEFINITION

The non-CDL Transit Bus Driver is responsible for operating the bus in a safe and efficient manner and is responsible for the safety and well-being of him/herself, the passengers and people on the road.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Elko County Operations and Safety Supervisor.

EXAMPLES OF JOB DUTIES

The following duties are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provide safe and efficient transportation for the passengers of GET My Ride Public Transit System.
- Operate the buses on scheduled times.
- Shiftwork required, including graveyards.
- Pick up passengers on dispatched requests for transportation.
- Operate the buses activities, i.e. out-of-town routes, medical trips.
- Respond to medical emergencies and injuries to passengers in a manner consistent with GET My Ride Public Transit System Policies and Procedures.
- Follow instructions from dispatch.
- Conduct a thorough pre-trip inspection of the vehicle prior to operation daily.
- Conduct a thorough post-trip inspection of the vehicle at the end of shift daily, including checking for damage.
- Report needed repairs and/or damage to management.
- Properly operate the lift, tie down wheelchairs and stow loose items safely.
- Properly care for equipment, such as a mobile tablet and its accessories.
- Safe, cost-effective use of Elko County Transit's resources.
- Complete paperwork daily.
- Clean buses daily; including interior cleaning and sanitizing and exterior cleaning at a wash bay.
- Fuel buses daily.
- Collect fare from the passengers.
- Be courteous and respectful towards passengers, fellow employees and people in the public.
- Assist the passenger(s), which means getting out of the seat to assist passengers enter and exit the vehicle as far as the door to their building.

- Promote a positive work environment in the office and on the road.
- Keep yourself and others informed of work issues with quality communications.
- Work together to resolve issues and conflicts.
- Regularly attend monthly safety meetings.
- Maintain a professional, well-groomed appearance.
- Wear prescribed uniform and business casual attire as determined by the department.
- Reconcile trips with fare, including cash and fare media.
- Appropriate use of time clock.

QUALIFICATIONS

Knowledge Of:

- Transportation Regulations

Ability To:

- Learn how to operate an electronic manifest
- Behave and dress professionally
- Be innovative and goal oriented
- Thrive in a fast-paced, deadline-driven environment
- Communicate effectively; establish and maintain effective working relationships
- Communicate effectively with the public, upholding ridership rules while maintaining excellent customer service
- Be part of a team and be self-directed and well-organized
- Exercise independent judgement and initiative
- Be detail oriented
- Safely operate a motor vehicle in all weather conditions

EXPERIENCE AND EDUCATION

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- High school diploma or equivalent and one (1) year of transportation experience.

MACHINES AND TOOLS

- Mobile Tablet
- Radio
- Phones
- Non-CDL Transit buses
- Vehicle cleaning equipment
- 12 V Battery Charger
- Air Compressor

LICENSES OR CERTIFICATES

Continued employment is contingent upon all required licenses and certificates being maintained in an active status without suspension or revocation.

- Driver's License
- CPR and First Aid Certification

Required training:

- Defensive Driving
- Passenger Assistance Training
- Wheelchair Securement and hands-on wheelchair training
- Drug and Alcohol Awareness Training

OTHER REQUIREMENTS

- This position has been identified as safety-sensitive and is subject to pre-employment and random drug and alcohol testing in compliance with Elko County policies and state and federal regulations.
- Must have and maintain a clean Motor Vehicle Record.
- Must successfully pass a finger-print based background check.
- Must be able to meet the physical requirements of the job including but not limited to lifting and carrying heavy objects on occasion and working indoors and out in all weather conditions.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, stamina, and agility to frequently sit while driving assigned vehicles; to stoop, squat, bend, kneel, crouch, crawl, climb, or balance. Strength and stamina to carry, lift, loosen, push, and pull various mechanical and automotive parts and equipment, and use hands to finger, handle, reach, tighten, feel or operate objects, hand and power tools, or controls. Infrequent lifting and/or moving of objects up to 50 pounds and occasional moving of objects up to 100 pounds. Assisting people using mobility devices, such as wheelchairs, walkers and canes. Specific vision abilities required include close vision, color vision, and the ability to adjust focus. Hearing acuity to sufficiently be able to differentiate subtle changes in engine sounds. Position must be able to communicate over the noise of engines and motors.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.

Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions

Work is performed under the following conditions.

Work may be split up as much as 50% inside and 50% outside, in all type of weather. Frequent exposure to outside conditions such as extremes of hot and cold, wet and/or humid conditions, dust, grease, fumes, and toxic or caustic chemicals. Incumbents frequently work near moving mechanical parts and are exposed to working near or around loud engine noises, radio and phone. Exposure to sharp objects, pinch points, and moving objects and vehicles is common. Occasionally assigned to work independently in isolated geographic areas.