



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

**Opening Date: 11/19/2015**

**Closing Date: 12/03/2015**

Position Title: Bus Driver

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Department: Planning & Community Development

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Work Schedule: Varies

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Wage Rate: Pay Range 10: \$12.41 /HR/ Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED, *preferred*
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

### Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

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**POSITION TITLE:** Bus Driver

**WORKSITE:** Tule River Indian Tribe  
340 N Reservation Rd  
Porterville, Ca 93257

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### GENERAL POSITION DESCRIPTION:

The Bus Driver is responsible for bussing and shuttling passengers to and from designated stops within or near the Tule River Reservation as well as minor maintenance of the bus.

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### DUTIES & RESPONSIBILITIES:

1. Drive passengers to scheduled destinations following assigned timetable.
2. Complete a daily vehicle inspection of the bus according to vehicle checklist.
3. Report any vehicle needs or problems to the Transportation Manager.
4. Sweep out bus and remove all debris at the end of each shift.
5. Fuel bus at end of each shift.
6. Keep mirrors and windows clean.
7. Record number of passengers on transportation log.
8. Must attend and be certified in all applicable trainings required.
9. All other departmental duties as assigned.

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### QUALIFICATIONS:

1. High School Diploma or equivalent preferred.
2. Must be at least twenty-one years of age.
3. Not more than five (5) points assessed against motor vehicle record (MVR) in the past two (2) years; not more than ten (10) points on the seven year record as well as possessing a continually valid driver's license for the past two (2) years. Also, no DUI, DWI, or reckless driving in the past five (5) years.
4. Must obtain and maintain a current California Commercial Driver's License with passenger and air brake endorsements, and must be insurable through the Tribe.
5. Ability to pass a Department of Transportation (DOT) physical examination by obtaining a DOT Medical Examiner's Certificate for a minimum of a 2-year qualifying period, and ability to maintain a current DOT Medical Examiner's Certificate thereafter.
6. Must have a current first aid and CPR certificate.
7. Obtain and maintain a Verification Transit Certificate (VTT).
8. Successfully complete the Bus Operator Training Program, which includes achieving the required minimum scores on all written and driving tests and evaluations.

9. Ability to read and understand maps and time tables, which includes determining directions and following mapped-out route.
10. Ability to use prudent judgment and common sense in making quick, safe decisions with minimal supervision and adapt to constantly changing operating environments.
11. Ability to work unusual hours, split shifts, weekends, holidays, and overtime as required.
12. Ability to effectively communicate, both orally and in writing, while interacting with customers and associated transit staff in a courteous, professional manner. This includes providing good customer service by attending to the needs of a diverse customer base in a sensitive manner.
13. Ability to work in a variety of environmental conditions, including: dust, fumes, exhaust, various noise levels, and temperatures for an extended length of time as well as in various outdoor weather conditions as required.
14. Must have excellent interpersonal and customer service skills.

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#### WORKING CONDITIONS:

Position requires prolonged sitting for long periods as well as stooping, squatting, lifting, carrying, pushing and climbing in the performance of daily activities.. Able to work a flexible schedule. Must be able to travel, enter, and exit a vehicle without assistance and withstand exposure to adverse weather conditions. Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination movement. Must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue. Acute hearing is required. Regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. Noise level is generally loud. This job will require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a vehicle or equipment.

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**This position reports to:** Program Director and Tribal Administrator

**Salary:** Pay Range 10: \$12.41/hr.

**Hours:** 8:00AM – 5PM Monday – Friday, varies based on department needs

**Benefits:** Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT.**