



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 04/01/24
CLOSE: 04/15/24

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: BUS DRIVER

RESPONSIBLE TO: Transit Manager

SALARY: Step Range: 8-24 Full Benefits
Salary Range: \$33,895 - \$54,392
Hourly Range: \$16.30 - \$26.15

CLASSIFICATION: Non-Management, Full-Time, Regular

LOCATION: Klamath Tribes Administration
Planning Department
Chiloquin, OR 97624

BACKGROUND: Comprehensive background; must meet Oregon Department of Transportation (ODOT) & Federal Transit Administration (FTA) requirements.

POSITION OBJECTIVES

The Bus Driver is a program support position. The primary purpose of this position is to operate the bus for the "Quail Trail Public Transit" which operates five days a week and transports riders between Chiloquin and Klamath Falls.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serve as a bus driver for non-emergency public transportation; requires frequent travel within the service area of Klamath County.
2. Read maps, and follow written and verbal geographic directions.
3. Responsible for the safe operation of the Department and Tribal fleet, i.e., vehicles/buses.

4. Ensure the safety of persons while they are in the vehicle/bus and when entering and exiting the vehicle/bus. This will include holding their hand or arm, helping them into or out of the seat, and assisting them into the vehicle/bus, if needed.
5. Ensure the safety of non-ambulatory persons who will need to use the wheel chair ramps and lifts. This will include the safe operation of a wheel chair lift or ramp by properly loading and securing the client and wheel chair.
6. Driver is required to assist elders, children, handicapped persons, and anyone needing extra help into and out of the vehicle/bus, unless requested not to. This includes opening and closing the door, holding their hand or arm, helping them walk up the ramp or stepping into the vehicle/bus and getting seated, wheeling their wheelchair in or out, and making sure they are properly secured in the seat belts and wheel chair tie downs.
7. Perform vehicle operation and safety check logs on a daily basis, ensuring that the vehicle/bus is in good working order. This will include but is not limited to, checking tires, brakes, horn, turn signals, lights, seatbelts, and that other relevant equipment is operational and the vehicle/bus has not been damaged.
8. Ensure the vehicle/bus is maintained in a clean and well-kept manner.
9. Accurately document and submit transport information on a daily basis. May be required to assist with additional information on logs and reports, as required.
10. Be considerate of riders concerns and issues while being consistent in the Transit Program and Klamath Tribal policies.
11. Keep client information confidential.
12. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

Work will be assigned on a daily basis by the Transit Manager for vehicles and driver duties and concurred by the Planning Director. This position must work with limited supervision while transporting, but must be able to know when to call for assistance if needed.

Work is reviewed for accuracy, timeliness, and adherence to safety procedures, policy and guidelines.

KNOWLEDGE, SKILLS, ABILITIES

Ability to work with a variety of people, sometimes in stressful situations, in a manner that displays professionalism, tact, diplomacy, and good judgment.

Ability to communicate effectively by following and interpreting oral and written instructions, and collecting information. Must be able to interpret instructions, gather information, and submit reports.

Knowledge of state and local motor vehicle laws and regulations.

Ability to operate vehicles/buses safely under all types of weather conditions and traffic situations.

Ability to perform work and accomplish tasks in accordance with established policies and procedures of the Klamath Tribes.

Ability to keep accurate records for reporting and funding purposes.

Ability to maintain **strict confidentiality** of records and information pertinent to the nature of the work.

Ability to maintain a safe atmosphere for clients during the transportation period.

Ability to judge distance accurately.

Average eye-foot-hand coordination and quick reflexes.

Average manual dexterity.

Demonstrated ability to work well with diverse groups of people from varying age groups and socioeconomic backgrounds.

Knowledge of vehicle operation and ability to drive a vehicle/bus, ensuring the safety of all passengers, in inclement weather conditions and temperature extremes.

Must be physically able to assist wheelchair passengers and other physically disabled passengers, such as those with walkers and crutches.

Must be able to drive longer than a 5 hour period.

Must submit to and pass driving courses when offered.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** Must be 21 years of age, possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), and be insurable by the Klamath Tribes, (*Copy of valid ODL must be submitted with application.*).
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy. Drivers will be required to take a pre-employment Alcohol & Drug Screen and will be subject to random testing as per the FTA & ODOT guidelines. Must complete and pass the 1-hour Drug and Alcohol Training Course on line within 30 days of hire.
- **REQUIRED** to submit to a background and character investigation, that meets FTA & ODOT regulations. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to acquire and maintain CPR certification and PASS Training Certificate within 180 days of hire and recertify every two to three years. (Tribe will pay for training).
- **REQUIRED** Must successfully complete the on-line Defensive Driving Course and Blood Borne Pathogens course within first month of hire and recertify every three years. (Tribe will pay for training).
- **REQUIRED** Must be able to operate vehicles in various types of inclement weather conditions and temperature extremes. Must be able to operate vehicles all types of traffic and also be able to drive at night and early mornings. Must be able to drive in excess of 5-hours at a time.
- **REQUIRED** to maintain an accurate, legible record of all daily transports, mileage, incident reporting and have knowledge in the use of cell phones, GPS, and other devices.
- **REQUIRED** to be reliable and capable of working independently and remain calm in emergency situations.
- **REQUIRED** to be able to lift and push up to 75 pounds. Must be physically able to assist wheelchair passengers and other physically disabled passengers, such as those with walkers and crutches. Must be able to perform considerable reaching, stooping and bending.

- **REQUIRED** Must be able to work a flexible schedule (position may require weekend, early morning, late evening or overnight transports) in order to meet client needs.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)