



The Klamath Tribes

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

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

OPEN: 04/08/24
CLOSE: 04/22/24

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: MEDICAL TRANSPORTER/BUS DRIVER (PT)

RESPONSIBLE TO: Transit Program Manager

SALARY: Step Range: 8-24; Part-Time Benefits
Hourly Range: \$16.30 - \$26.15

CLASSIFICATION: Non-Management, Regular, Part-Time
(Approximately 35 hours per week)

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 primary purpose of this position is to provide non-emergency transport for community members to and from medically related appointments. This position will also be used as the primary back up Bus Driver for the "Quail Trail Public Transit" which operates five days a week and transports riders between Chiloquin, Klamath Falls as well as Beatty on Thursdays. The Medical Transporter/Bus Driver will assist clients as necessary such as assisting clients from a wheelchair into the transport vehicle and back or entering/exiting the vehicle. Transport destinations will vary and may require overnight stay. The general service area is Klamath County. The extended service area includes, but is not limited to, Portland, Bend, Eugene, Medford, Salem, Pendleton and other locations within the state of Oregon. Operation of a Tribal vehicle will be in accordance with the Klamath Tribes policies and procedures; as well as Oregon State and Federal Transportation Laws.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serve as a medical transporter and bus driver for non-emergency public Transit. This will require frequent travel within and outside the service area of Klamath County.
2. Read maps, use GPS on a cell phone, and follow written and verbal geographic directions.
3. Responsible for the safe operation of the Department and Tribal fleet, i.e., vehicles/buses. Perform vehicle operation and safety check logs on a daily basis, ensuring that the vehicle/bus is in good working order. Walk around the vehicle to visually observe any defects and check operating system – brakes, horn, windshield wipers, lights, first aid kits, emergency flashers, hydraulic lifts and floor opening devices before starting trip. Report any vehicle maintenance needs to the Transit Staff immediately.
4. 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. Depending on scheduled route the Transporter may pick up several clients for transport to a common destination. Verify that all scheduled passengers are on board prior to departure.
5. Operate the vehicle in a responsible manner at all times to ensure clients arrive safely to their appointments.
6. Must maintain contact with the Transit Office when out of the local area and/or on long distance transports. Determine whether further pickups are needed before returning.
7. Upon completing of the transport schedule for the day, fuel the vehicle in use and return vehicle to designated parking area. Document all mileage and make a final inspection of the vehicle outside body and inner seating and floor areas. Ensure the inside and outside of the vehicle is clean and in a well-kept manner. Lock vehicle and return keys to designated area.
8. Responsible for maintaining an accurate record of all daily transports, mileage, and incident reporting and submitting on a daily basis.
9. When medical assistance is required during a transport notify emergency personnel and the Transit Program Manager immediately. Complete a report of incident at the end of the day's run. If an incident happens on any transport whether it is a medical ride or bus transport it is required to notify the Transit office immediately unless you need to

call 911 first.

10. Report traffic accidents immediately to the supervisor, HR, and other designated staff members. Request police or ambulance service as needed. Assist injured persons from first-aid kit until these services arrive. Complete and submit accident report within the required time frame per Oregon State Law. A copy of report shall be provided to the Transit Program Manager for review and submission to the Department of Motor Vehicles.
11. Maintain Defensive Driving Certification, Drug & Alcohol Certification CPR Certification, Passenger Assistance Certification and any other required or extra drivers' trainings. Immediately report any changes in driving status or insurability to the Transit Program Manager and Human Resources. Department.
12. Demonstrate above average customer service, professional conduct, patience, and tact when assisting clients, (adults, children, elders), and their caregivers.
13. 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 is performed under the direct supervision of the Transit Program Manager. Work is assigned in terms of functional/organizational objectives. The supervisor will provide guidance with unusual situations that do not have clear precedents.

The employee works independently, resolves problems on the basis of past precedent; exercises judgement in interpreting guidelines and applicability.

Assignments are reviewed for quality and compliance and safety with established policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

Ability and knowledge of the importance of maintaining **strict confidentiality of all records and information pertinent to the nature of the work.** Must maintain strict confidentiality of medical information and adhere to Privacy Act requirements.

Demonstrated ability to work well with diverse groups of people from varying age groups and socioeconomic backgrounds, sometimes in stressful situations, in a manner that displays professionalism, tact, diplomacy, and good judgement.

Knowledge of vehicle operation and maintenance. Capable of driving a passenger vehicle or 14 passenger bus, under all types of weather conditions and traffic situations, ensuring the safety of the passengers. Must be able to drive at night or early mornings.

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. Must keep accurate records for reporting and funding purposes. Must have legible handwriting.

Skill in reading directions, finding locations on road maps and using GPS on a cell phone/tablet. Able to drive with confidence, in a safe manner in large urban settings with high volumes of traffic.

Ability to establish and maintain effective working relations with peers, public and clients.

Must have knowledge in the use of cell phones, GPS, and other devices.

Ability to work an irregular schedule in order to meet the Transit needs, which includes some overnight travel.

Must be willing to attend mandatory trainings as well as submit to, pass, and maintain driving certification courses when offered. Some of the trainings include Defensive Driving, CPR and an 8 hr. Passenger Assistance Training that also has hands on W/C tiedown training.

Knowledge of Oregon state and local motor vehicle laws and regulations.

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

Hearing and vision must be within normal range (corrected) to drive safely and to observe and communicate with clients. Average eye-foot-hand coordination and quick reflexes. Ability to judge distance accurately. Average manual dexterity.

Ability 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.

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.

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 submit to and clear a pre-employment alcohol/drug screen and random testing as per The Klamath Tribes and FTA "Zero Tolerance Drug & Alcohol" Policies. Must complete and pass the 1-hour Drug and Alcohol Training Course on line within 30 days of hire.
- **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 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)