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

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

OPEN: UNTIL FILLED

EXEMPT ____
NON-EXEMPT __X__

POSITION DESCRIPTION

POSITION:	**DRIVER - TEMPORARY**
RESPONSIBLE TO:	Transit Manager
SALARY:	Step 8: $17.89 per hour/No Benefits NTE 950 hours per year
CLASSIFICATION:	Non-Management, Temporary, Part-Time
LOCATION:	The 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 Driver is a program support position. The primary purpose is to provide non-emergency transportation services through the Transportation program. Assist in the following areas; including but not limited to, Senior Programs and Transportation. Not to exceed 950 hours per calendar year.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serve as a driver for non-emergency scheduled transports. This will require frequent travel within the service area of Klamath County and out of the area to Medford, Bend and as far north as Portland.

2. Serve as backup driver for other Department Programs.

3. Read maps, and follow written and verbal geographic directions.

4. Responsible for the safe operation of the Department fleet and Tribal fleet.

5. Ensure the safety of persons while they are in the vehicle and when entering and exiting the vehicle. This could include holding their hand or arm, helping them into or out of the seat and/or pushing the wheelchair safely into the vehicle.

6. Ensure the safety of non-ambulatory persons utilizing 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.

7. Driver is required to assist elders, persons with disabilities and anyone needing extra help into and out of the vehicle, unless requested not to. This includes opening and closing the door, getting the step stool out, holding their hand or arm, helping them walk up the ramp or stepping into the car and getting seated, pushing their wheelchair in or out of vehicle, and making sure they are properly secured with seat belts and wheel chair tie downs.

8. Perform vehicle operation and safety check logs on a daily basis, ensuring that the vehicle is in good working order. This will include but is not limited to, checking tires, brakes, horn, turn signals, lights, seatbelts, verify all relevant equipment is operational and vehicle has not been damaged.

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. Document and report any needed vehicle maintenance/damage.

10. Be considerate of client's transportation concerns and issues adhering to Klamath Tribal policies.

11. Driver is required to strictly follow all confidentiality policies and rules.

12. Work cooperatively with staff to ensure that daily transport schedules and driver instructions are received prior to scheduled transports.

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

The Driver works under the direct supervision of the Transit Manager. Work will be assigned on a daily basis for transports, vehicles, and driver duties and concurred by the

Transit Manager. 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 well with diverse groups of people from varying age groups and socio-economic backgrounds, particularly with the elderly.

Ability to work in stressful situations, in a manner that displays professionalism, tact, diplomacy and good judgement.

Ability to communicate effectively by following and interpreting oral and written instructions, and collecting information.

Knowledge of state and local motor vehicle laws and regulations.

Ability to work an irregular schedule in order to meet the transportation needs of clients.

Ability to operate vehicles with patience and skill in all types of weather conditions and traffic situations, and driving conditions.

Ability to perform work and accomplish tasks in accordance with established policies and procedures of Transportation program and 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 secure environment during transports.

Ability to demonstrate excellent observations relating to immediate surroundings during client transports.

Ability to recognize and report obscure client conditions.

Ability to drive longer than a 5 hour period.

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

Must physically be able to lift 50 pounds.

Basic oral and written communication skills in order to interpret instructions, gather information, and submit reports.

Must be able to work an irregular work schedule.

QUALIFICATIONS, EXPERIENCE, EDUCATION

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

- **REQUIRED** to possess a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application.)*

- **REQUIRED** Must possess a form of personal communication equipment or have access to such equipment such as, telephone, cell phone, email, etc., to keep in touch with office in order to receive work assignments.

- **REQUIRED** Must obtain and maintain a CPR/First-Aid certification within 30 days of hire.

- **REQUIRED** Must submit to and pass defensive driving courses when offered.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license 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 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.

Preferred Qualifications:

- Three (3) years public transporting experience.

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)**