

Position Opens: August 27, 2021

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Elko County Human Resources Employment Opportunity Announcement

Position: Driver I (Non-CDL Transit Bus Driver)

Salary: Step 1 - \$14.24

Salary: Step 2 - \$14.67

Salary: Step 3 - \$15.11

Application Deadline: Until filled

Elko County Transit Department is seeking Non-CDL Transit Driver candidate. The candidate must be able to pass a background check, pre-employment physical and pre-employment drug screen. This position is safety sensitive under the Federal Transit Administration's Drug and Alcohol Policy 49 CFR Parts 40 and 655. This candidate must be willing and able to obtain their CDL. ***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 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, Suite 105 (Physical Address)
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: 820
Date Est: 8/27/2021
Last Rev: 02/2020
FLSA: Non-Exempt
Probation: 6 Months
Funded through grants

Definition

The Driver I (Non-CDL Transit Bus Driver) must have a valid driver's license with the ability to obtain their CDL. It is the driver's responsibility to keep their license current. Driver I is responsible for operating the bus in a safe and efficient manner. Driver II will typically operate a CDL bus. Driver I will operate a route with trips assigned by dispatch in the order of said route and may receive cancelations and add on trips throughout the day.

Driver I is responsible for the safety and well-being of him/herself, the passengers, pedestrians, bicyclists and other drivers. Driver I must be able to assist passengers with various levels of physical and mental abilities and personality types with good customer service skills. Driver I will be required to communicate with dispatch regarding trips and changes. Driver I will be required to do some work outside of route work, such as attending safety and training meetings.

Supervision Received and Exercised

Receives general direction, route and trip assignment from the dispatch office and direct supervision from the Elko County Transit Management Coordinator. Driver I does not supervise other employees but does control the environment on his/her bus.

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.

- All behaviors comply with Elko County Personnel Policies and Transit Department Policies.
- Follow and implement safety policies and instructions.
- Provide safe and efficient transportation for the passengers of GET My Ride Public Transit System.
- Operate the buses on scheduled times
- Pick up passengers on dispatched requests for transportation
- Operate the buses activities, i.e. out-of-town routes, medical trips (not often)
- 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 physical paperwork daily as well as electronic forms
- 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 & participate in monthly safety meetings
- Maintain a professional, well-groomed appearance
- Wear a uniform shirt, hat and nice work pants or long shorts that are made of denim or work slack fabric (such as cargo pants). Closed toes shoes or boots and socks required. Clothes will not have holes, frays or stains.
- Reconcile trips with fare, including cash and fare media
- Appropriate use of time clock
- Required training and certifications:
 - CDL-C with passenger endorsement
 - CPR and First Aid Certification
 - Defensive Driving
 - Passenger Assistance Training
 - Wheelchair Securement and hands-on wheelchair training
 - Drug and Alcohol Awareness Training

Qualifications

Knowledge Of:

- Passenger Assistance (ADA) Regulations
- Ability to operate electronic tablets/phones
- Mapping Software
- Layout of Elko County
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Ability To:

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

Experience and Education:

- One year of driving experience is helpful, but not required
- Valid driver's license
- Clean Motor Vehicle Record

Machines and Tools

- Non-CDL Vehicle
- Mobile Tablet
- Radio
- Phones
- Professional driving equipment (such as tire thumper and flashlight)
- Transit buses
- Vehicle cleaning equipment
- 12 V Battery Charger
- Air Compressor
- Gas pump
- Other driving rated machinery

Other Requirements

- 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.
- This position has been identified as a safety-sensitive position and is subject to random drug screenings
- Able to assist passengers with a disability

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.