



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Transit Operator

Lummi Transit and Transportation (LT&T)

Planning and Public Works (PPW)

**OPEN:** July 11, 2018

**EXEMPT:** No

**SALARY GRADE:** (6) \$16.50 - \$18.48

**SHIFT:** Rotating

**LOCATION:** Tribal Administration

**DURATION:** Regular Part Time

**CLOSES:** July 16, 2018

**JOB CODE:**

**DIVISION:** LT&T

**DEPARTMENT:** PPW

**SUPERVISOR:** Transit Manager

**VACANCIES:** 1

**JOB SUMMARY:** This position is considered an “essential employee” responsible for the safe, reliable and efficient operation of the transit vehicle used on the public transportation system. Transit Operators will provide regularly scheduled fixed route service and assist on other routes as assigned to serve the Lummi Community. This position is Regular Part Time.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Drive in a safe and legal manner, and in compliance with all regulations and rules of the road.
2. Operate a Lummi Transit vehicle to the general public on established routes.
3. Comply with all established Lummi policies (Transit, Procedure Manual, and LIBC Regulations).
4. Complete the “Transit Mileage & Gas Log” and “Shift Inspection Checklist” forms every time a Lummi Transit bus is used and turn in.
5. Shall **NOT** take any prescriptions or over the counter medicines, herbal supplements, or any legal or illegal substance which may impair his/her driving.
6. Shall **NOT** perform any mechanical work on the BUS without the Transit Manager’s permission.
7. Follow all procedures outlined by LIBC in the event of accident, ticket, or incident and report it promptly (within 24 hours) pursuant to LIBC policies.
8. Driver shall keep Lummi Transit vehicle on designated route when vehicle is off the reservation, except for approved purposes by Transit Manager.
9. Driver will clean vehicle at beginning and end of each shift per “Shift Inspection Checklist”.
10. Responsible for proper securing of passengers and mobility devices.
11. Promote good passenger relations through courteous treatment of passengers and providing information regarding system operations.
12. Operate a vehicle in accordance to prescribed routes and time schedules while following established safety and operational policies and procedures when picking up and delivering passengers at regular stops and assists passengers boarding and disembarking from vehicle as needed.
13. Interface with the prior/next operator when relieving or being relieved on shift.
14. Maintain continual attendance at the vehicle (except for scheduled breaks), to ensure the security and safety of vehicle and passengers, for radio/phone connection with dispatch and other transit drivers, and to provide system information to inquiring passengers.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- 1 year experience driving a commercial motor vehicle, *preferred*
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Valid Washington State Drivers License at time of hire and Valid Washington State Commercial Drivers License (CDL) Class C or higher and meet eligibility requirements for tribal insurance.
- Passenger (P) Endorsement on CDL preferred, must be able to secure within 30 days of being hired.
- Valid Department of Transportation (DOT) medical certificate.
- Applicant must be at least 21 years of age at time of application
- 5 years of driving experience
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to safely operate a transit vehicle under all conditions of weather, roadways, and traffic while successfully dealing with passengers, route and schedule requirements.
- Ability to multi-task in (what can sometimes be) a high-stress environment.
- Ability to gain operational knowledge of the Lummi Transit system (Routes and Vehicles).
- Knowledge of traffic laws and safety rules applicable to the transportation of passengers.
- Ability and willingness to maintain a courteous, professional approach when dealing with the public even when problems arise.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with employees at all levels of the organization, outside agencies, and with the general public.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Applicants must have an acceptable driving record (in accordance with the LIBC personnel policy and must submit a five (5) year driving abstract).
- Must pass a Washington State Patrol background check (in accordance with RCW 43.43.830 through 43.43.840, Child/Adult Abuse Information Act.)
- Previous drug and alcohol test results, refusals to test, and other violations of DOT drug and alcohol testing regulations will be requested from DOT-regulated employers who employed the applicant during any period during the two years before the date of application. In compliance with 49 CFR Part 40.25 and Subpart O, if information is obtained that an employee has violated a DOT agency drug and alcohol regulation, the employee will not be hired unless information is obtained that the applicant has complied with the DOT return-to-duty requirements.
- Must have a current Adult CPR/AED, Infant CPR, and First Aid Certification card or must be able to gain certification within 30 days of hire.
- Attend on-going training on issues related to the position (e.g. CPR/First Aid, Safety, Wheelchair Securement, Customer Service, etc.) and assist in training new drivers.
- Must maintain strict confidentiality at all times.
- Must be willing to work day or evening shifts.
- Must maintain punctual and regular attendance to provide dependable service to the public.

**PHYSICAL REQUIREMENTS:**

- Physical Ability to perform essential job functions including, but not limited to, sitting for extended periods of time, standing, walking, stopping/bending, pushing/pulling (approximately 20 lbs.), lifting (approximately 30 lbs.), and climbing (stairs).
- Has distant vision acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separate corrected to 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber.
- Hearing unimpaired or correctable to minimum requirements of Section 391.41 CDL Physical Standards.
- Full and complete use of all limbs to operate coach controls.
- No history of cardiovascular impairments or related disease.
- Meets all other minimum requirements of Section 391.41 CDL Physical Standards.
- Must be able to comfortably and safely board, sit in and maneuver throughout vehicle.
- Must be able to operate the ADA lift.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.