



# Open Position

**Position Title:** Bus Driver  
**Closing Date:** July 31, 2010  
**Location:** Crookston, MN  
**Schedule:** 40 hours per week / 2080 annually

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## **Benefit Packet Included:**

Family health, dental, and vision insurance; any AFLAC plan; flexible spending account for both health and dependent care; 401(k) with a 5% company match; life and LTD insurance; and a free membership to the employee assistance program.

## **To Apply:**

Attention: Jessica Pavlat - HR  
Tri-Valley Opportunity Council, Inc.  
102 North Broadway  
Crookston, MN 56716  
Phone: 218-281-0522  
Fax: 218-281-0727  
Email: [jessica@tvoc.org](mailto:jessica@tvoc.org)

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Please see the Bus Driver job description (below) for a more detailed view of the necessary knowledge, skills, and abilities needed for this position.

Tri-Valley Opportunity Council, Inc. is an Americans with Disabilities Act / Affirmative Action / Equal Opportunity Employer



## DRIVER

**Reports to:** Transportation Program Manager  
**Department:** Community Services  
**Classification:** Nonexempt

**Division:** Program Operations  
**Program:** Transportation  
**Grade:** 5

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**The Mission of Tri-Valley Opportunity Council, Inc. is to “Improve the quality of life for people and communities by providing opportunities to meet their needs and realize their potential”.**

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### **SUMMARY OF PRIMARY FUNCTIONS**

Under the direction of the Transportation Program Manager, and in line with Tri-Valley’s philosophy, mission, and goals, the Driver has primary responsibility for the safety of passengers transported by the Heartland Express Bus. These responsibilities include, but are not limited to, daily vehicle safety inspections, following all rules of the road and MNDOT requirements, vehicle maintenance schedules, and public relations.

### **ESSENTIAL FUNCTIONS**

1. Is a positive role model for the Tri-Valley Heartland Express and Tri-Valley Opportunity Council, Inc.
2. Responsible for daily, monthly, and vehicle records and reports. Completes other reports as required.
3. Trains and assists substitute drivers with daily and monthly forms.
4. Compiles and updates monthly bus schedule. Forwards to the office by first day of the proceeding month.
5. Performs public relations and marketing duties to increase ridership and public awareness.
6. Responsible for all revenues collected. Forwards money to the proper sources.
7. Maintains up to date trip notes, maps, and schedules.
8. Sells tickets and collects fees.
9. Assists with dispatch and other office duties as needed. Answers phones and documents information.
10. Performs daily vehicle safety inspections according to checklist. Promptly reports vehicle problems.
11. Safely transports passengers to their destination. Assists passengers on and off the bus as needed.
12. Operates the wheelchair lift or ramp as needed.
13. Operates the communication equipment.
14. Reports vehicle damage or injury of any kind to the Transportation Director.
15. Responsible for proper, timely vehicle maintenance. Obtains estimates on all repair work.
16. Participates in mandatory Drug and Alcohol testing and all other required training.
17. Cleans interior and exterior of the bus and equipment.
18. Assures that vehicle is in compliance with all MN/DOT regulations.
19. Responsible for all safety equipment.
20. Arranges for sub driver if unable to be at work as assigned.

### ***Miscellaneous***

1. Performs other duties and takes on additional responsibilities as directed by supervisor.

### **ESSENTIAL COMPETENCIES, SKILLS AND ABILITIES**

1. Regularly attends work on time as scheduled. Contacts supervisor/designee when delayed, sick or otherwise unable to be at work as scheduled, as defined by direct supervisor.
2. Is knowledgeable of and complies with Tri-Valley and program policies and procedures and applicable laws and regulations.
3. Displays a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts, parents and clients served, maintaining a professional appearance and positive company image.
4. Conducts self in respectful, cooperative manner when interacting with clients, co-workers and others, and constructively represents Tri-Valley and its programs.
5. Maintains a professional appearance and provides a positive company image within Tri-Valley, customer base and the public.
6. Promotes positive employee interaction, maintains open communication with other programs/departments at Tri-Valley to maintain a high level of knowledge regarding Tri-Valley’s programs, goals and philosophy.

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7. Respects the privacy of others by appropriately utilizing and protecting confidential or otherwise privileged information.
  8. Ability to work independently, with minimal supervision, as well as work within a team environment. Demonstrates teamwork by cooperating with and assisting co-workers as needed.
  9. Ability to follow through to completion with strong attention to detail.
  10. Seeks clarification, asks questions when uncertain of position or task expectations.
  11. Participates in learning experiences for personal growth and professional development to enhance professional skills and job satisfaction.
  12. Participates in program meetings as directed and maintains informed as needed to work effectively.
  13. Analyzes and/or reports problems in area of responsibility as they occur and determines/implements solutions as appropriate.
  14. Ability to organize and prioritize work, identifying what needs to be completed and ensures the completion in a timely manner.
  15. Must be able to handle diverse work problems on a daily basis. Requires ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful.
  16. Must relate and interact with people at all levels of the agency and in a culturally diverse environment.

**MINIMUM REQUIREMENTS**

1. Must have a valid Commercial Driver's License with passenger endorsement.
2. High school diploma or equivalent.
3. Pre-employment drug test must have negative results.
4. Driver's record clear of revocations, suspensions, and cancellations for 3 years.
5. Ability to pass all required health and safety training.

**PREFERRED REQUIREMENTS**

1. Mechanical aptitude and experience.
2. Air Break endorsement on CDL.
3. Two years experience as a public transportation driver.
4. Ability to communicate fluently in English and Spanish, verbally and in writing.

**PHYSICAL DEMANDS / WORK CONDITIONS**

1. Requires prolonged sitting, standing, bending, stooping and reaching with manual dexterity sufficient to operate tools and equipment relevant to the position. Requires frequent lifting of 25 pounds and occasional lifting up to 40 pounds. Requires normal range of hearing and vision.
2. Requires the ability to travel by car, bus, train, air or other means of transportation as needed, providing own transportation as required.
3. Requires flexible schedule including days, nights and weekends as needed to accommodate program needs.

**ACKNOWLEDGEMENT**

1. This position description does not constitute a contract for employment.
2. Contents of this position description reflect the responsibilities, duties, and requirements at this time. Tri-Valley Opportunity Council, Inc. has the right to make changes at any time due to corporation and/or program needs.

I have read this position description, and understand the essential functions, minimum requirements and expectations of the position. I have had the opportunity to ask questions and attest that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name (print) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_