



Hopland Band of Pomo Indians Job Description

Position: Tribal Youth Transit Driver (up to 10 hrs/wk 7am – 9am Monday-Friday)

Reports to: Education Director

Salary: \$18.00 - \$20.00 hourly (DOE)

Grant: CTGP Education

POSITION SUMMARY: The Tribal Youth Transit Driver is under the supervision of the Tribal Education Department. The Tribal Youth Transit Driver will work closely with Tribal Administration, Tribal Education, and Shanel Valley Academy to provide safe, reliable, consistent transportation for youth. The Tribal Youth Transit Driver will work weekdays during the regular school year, when school is in session, transporting Hopland Tribal youth in a safe and timely manner to school.

ESSENTIAL FUNCTIONS:

1. Maintains cleanliness of transit vehicle.
2. Completes daily maintenance and mileage log of transit vehicle.
3. Keeps a head count log of passengers in vehicle.
4. Maintains orderly conduct and discipline.
5. Communicates status of vehicle and youth riders to supervisor.
6. Communicates with management and parents any discipline issues.
7. Enforces all Transportation Policies.

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

REQUIREMENTS/QUALIFICATIONS:

Education and/or Experience -

1. High School Diploma or GED
2. Ability to pass work related physical.
3. Ability to procure California Driver's license and be insurable through our Tribal auto insurance
4. Ability to communicate effectively with Tribal youth, Tribal parents, and all Tribal Departments.
5. Possess the ability to maintain calm discipline with the youth, communicate clearly and effectively with Tribal youth and parents.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.



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6. Able to maintain cleanliness of Transit vehicles, including washing vehicles, sweeping, vacuuming, and emptying any trash.
7. Ability to maintain a timely daily routine.
8. Ability to perform general safety procedures on vehicles, looking at tires, windows, mirrors.
9. CPR/First Aid Certification within 6 months of hire.
10. Ability to work in extreme weather, heat, cold, rain, wind.
11. Ability to safely drive the Tribe's 12-seater van

Additional Requirements - Possess a valid California Driver's License and be insurable under the Tribe's insurance policy; possession of a Commercial California Class B Driver's license preferred.

Physical Demands - While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. The employee must have correctable vision in order to pass DMV vision test. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.