

## Part Time Driver Job Details

Company Name: West Yellowstone Foundation

Job Title: Substitute Driver

Job Location: West Yellowstone, Montana

Employment Type: Part Time, Seasonal or Year-Round, Substitute

Pay Scale: $18.00-$20.00 per hour

**General Statement of Duties**  
Operates 12 passenger transit bus and 7 passenger vehicle to provide public transportation; does related work as required.

**Distinguishing Features of the Class**  
This is responsible and technical transportation work involving the operation of transit vehicles for public transportation purposes. The work is performed under the general direction and supervision of the Executive Director.

Duties/Responsibilities:

**Examples of Essential Work**

* Operates 12 or 13 medium-duty public transit bus or 6 passenger vehicle for a fixed or demand and response route;
* Collects monies, vouchers, and maintains trip logs;
* Cleans bus and car and conducts pre-trip inspections;
* Fuels bus and passenger vehicle, monitors for minor preventative maintenance and inspections and reports findings and problems to Executive Director;
* Responds to inquiries and public requests for operational information;
* Schedules riders as needed;
* Performs related work as required.

Qualifications:

**Required Knowledge, Skills and Abilities**

* Fluent bilingual (Spanish and English) communication skills is preferred, but not required:;
* Knowledge of small and medium bus operation passenger vehicle and maintenance;
* General knowledge of West Yellowstone area, Idaho Falls, Rexburg, Bozeman, and Big Sky geographic areas and travel routes;
* Some knowledge of standard first aid practices and procedures;
* Ability to maintain proper passenger behavior and discipline on the bus;
* Ability to fuel buses and perform routine fluid checks and preventative maintenance;
* Ability to communicate well with others both orally and in writing, using both technical and non-technical language;
* Ability to establish and maintain effective working relationships with other employees, supervisory personnel, transit users and the general public;
* Ability to prepare accurate and reliable reports containing ridership information and receipt accounting;
* Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
* Ability to perform a wide variety of driving and passenger loading and unloading tasks with accuracy and speed under the pressure of time-sensitive deadlines;
* Ingenuity and inventiveness in the performance of assigned tasks;
* Must pass intermittent, random drug and alcohol screens.

**Acceptable Experience and Training**

* Graduation from high school;
* Some experience driving commercial transport or buses preferred; or
* Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

* Class D Driver’s license in good standing issued in the United States;
* Must pass a pre-employment drug and alcohol screen;
* Must pass pre-employment Driver Record check.

**Schedule**

* Substitute as needed for our regular Tuesday/Thursday route and possibly one day per week, Wednesday, for our seasonal route.
* Shift of up to 9-10 hours per day dependent on ridership needs.

**Miscellaneous:**

* Cell phone provided;
* Vehicle insurance covered by West Yellowstone Foundation.
* Initial three month probationary period.

The West Yellowstone Foundation is an equal opportunity employer and does not discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

## Driver FAQs

**Do I need to have professional driving experience to apply?**

No. Your recent work experience should demonstrate strong customer service, reliability and good communication skills.

**Do I need to have a Commercial Driver License (CDL)?**

No. Our vehicles do not require a CDL, although you would be compensated accordingly if you hold an CDL.

**What kind of vehicles will I be driving?**

You’ll train to drive all the vehicles in our fleet. This includes a demand response service with a 7-passenger mini-van and two 12-passenger ADA body-on-chassis cutaways.

**Does West Yellowstone Foundation require drug testing for drivers?**

Yes. You’ll need to pass a pre-employment drug test (which includes testing for marijuana). Drivers will be subject to drug and alcohol testing throughout employment.

**What do I need to apply?**

* Be at least 21 years old at the time you apply (for insurance purposes).
* Hold a valid driver’s license issued in the United States.
* Have an acceptable driving record at the time of offer.
  + 36 months clean driving record.
  + 10 years without driver license revocation or suspension.
* Be able to speak and write English.
* Be available during our hours of operation.

|  |  |
| --- | --- |
|  | West Yellowstone Foundation  PO Box 255 | 420 Yellowstone Ave  West Yellowstone, MT 59758  (406) 646-1152 ed@wyfmt.org |

# Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Available: |  | Position Applied For: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES | NO | If no, are you authorized to work in the U.S.? | YES | NO |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever worked for this company? | YES | NO | If yes, when? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been convicted of a felony? | YES | NO |  |

|  |  |
| --- | --- |
| If yes, explain: |  |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | Address: |  |

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| --- | --- | --- | --- | --- |
| Did you graduate? | YES | NO | Diploma: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |  | Address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Did you graduate? | YES | NO | Degree: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other: |  | Address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Did you graduate? | YES | NO | Degree: |  |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | | YES | NO |  | |
|  | |  |  |  | |
|  | |  |  |  | |
| Company: |  | | | Phone: |  |
| Address: |  | | | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |
|  |  |  |  |
|  |  |  |  |

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| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |

## Military Service

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Branch: |  | From: |  | To: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Rank at Discharge: |  | Type of Discharge: |  |

|  |  |
| --- | --- |
| If other than honorable, explain: |  |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

The West Yellowstone Foundation is an Equal Employment Opportunity employer. We do not discriminate against an individual on the basis of race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, disability, age or familiar status.