# West Yellowstone Foundation

P.O. Box 255

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West Yellowstone, MT 59758

(406) 646-1152

westyellowstonefoundation.org

ed@wyfmt.org

**JOB POSTING**

**BILINGUAL (Spanish Speaking) SEASONAL PART-TIME DRIVER**

**with option for year-round employment**

**CDL not required Salary: $18 - $20/per hour**

**West Yellowstone Foundation (WYF) is expanding our service into Idaho Falls/Rexburg! We are looking for a Seasonal, or Regular Part-Time Bus Driver for up to 10 hours per week (one day). If interested, please send your resume via email at ed@wyfmt.org, USPS mail, or drop off at the address above.**

**General Statement of Duties**  
Operates 12 passenger transit bus and 6 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;
* 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 by the State of Montana;
* Must pass a pre-employment drug and alcohol screen;
* Must pass pre-employment Driver Record check.

**Schedule**

* One day per week, Wednesday;
* Position is seasonal through October 31st, 2022, but may be extended if there is a community need;
* Shift of up to 9-10 hours per day dependent on ridership needs.

**Salary/Hourly Rate**

* $18-$20 per hour commensurate with experience

**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.