



ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: Bus Driver

Reports To: Education Director

Department: Field Institute

Position Type: Non-Exempt – Seasonal (July-October 2022), or as needed basis

Compensation and Benefits: \$18/hr. – \$20/hr.

- Part-Time and/or Seasonal employees will accrue sick time at the rate of 1 hour per 30 hours worked, up to 48 hours in a year. Unused sick hours currently are carried over from year to year up to 48 hours so they can be accumulated and used when needed. Employees will not accrue additional sick time until the balance falls below 48 hours.
- No Benefits plan available
- No Park-Housing available

Potential for Advancement: Yes

JOB DESCRIPTION

This position is responsible for driving passengers and participants of Rocky Mountain Conservancy programming and Field Institute courses.

Essential Duties/Responsibilities

1. Assist Field Institute Instructors, Educational Fellows, and other Rocky Mountain Conservancy staff in providing travel and tours of Rocky Mountain National Park.
2. Safely drive a 14-passenger mini-bus or 11 passenger van.
3. Maintains each tour vehicle by washing, cleaning, organizing and conducting regular maintenance checks.
4. Manage vehicle data and logs.

Other Duties/Responsibilities

1. Ability to provide engaging customer service to tour participants.
2. Other duties as needed.

Supervisory Duties

None.

JOB QUALIFICATIONS

Knowledge, Skill, and Ability

This position requires the ability to work well with many types of people in both office and field-based situations. Drivers must be between the ages of 21 and 70 years of age with a valid driver's license and clean driving record.

1. Knowledge of the cultural and natural history of Rocky Mountain National Park preferred.

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2. Organizational skills, attention to detail and the ability to work both in a team environment and independently.
3. Positive attitude, flexibility, adaptability, timely follow-through and excellent communication skills.

Computer Skills

None.

Education or Formal Training

Current first aid/CPR certification or higher required, or able to acquire within initial 30 days of employment.

Experience

1. Clean driving record and ability to safely drive and maneuver a large vehicle on mountainous roads.
2. Demonstrated verbal communication related experience.

Requirement

Must be fully vaccinated against Covid-19 (Coronavirus), unless approved for a qualified exemption due to documented medical reasons or sincerely held religious beliefs.

Material and Equipment Directly Used

Large non-commercial vehicles.

Working Environment/Physical Activities

Weekend and evening hours are required. Some bus tours will take place at high elevations for extended periods of time.

NOTE: THIS JOB DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES OR QUALIFICATIONS ASSOCIATED WITH THE JOB.