



DOYON'S FAMILY OF COMPANIES

(Doyon Tourism, Inc.)

Human Resources Office
3000 A. Street
Bivin Plaza Suite 102
Anchorage AK 99503
1-877-DOYON HR
1-877-369-6647

JOB DESCRIPTION

| | | | |
|-------------------------|--------------------|----------------------|--|
| JOB TITLE | Shuttle Bus Driver | LOCATION | Denali National Park – Denali River Cabins |
| TYPE OF POSITION | Seasonal/Full Time | POINT OF HIRE | |
| SCHEDULE | Varies | HOURS | Minimum 40 hours/week |
| REPORTS TO | Operations Manager | FSLA STATUS | Non-Exempt |
| STARTING PAY | \$12.00 p/h | AFTER 90 DAYS | |
| DATE POSTED | | DATE CLOSED | Until filled |

JOB SUMMARY:

Provides safe and comfortable transportation for guests of the Denali River Cabins & Cedars Lodge.

ESSENTIAL FUNCTIONS:

- Transports guests to and from the Denali Park Railroad Station and other local destinations
- Keeps to time schedules and route assignments
- Fills out daily maintenance checklist
- Performs daily preventative maintenance on bus such as checking brakes, windshield wipers, etc., as well as adding fuel regularly
- Keeps the interior of the bus, including windows, clean
- Performs other related duties as assigned
- May lift luggage and personal belongings to and from the bus to help passengers

KNOWLEDGE, SKILLS & ABILITIES:

- Good communication and customer service skills
- Ability to work independently and as part of a team in a safe, friendly, and efficient manner
- Must be able to change a bus tire

- Must be able to do minor maintenance as required
- Must be able to pass pre-employment and random drug screening

QUALIFICATIONS:

- Minimum age 21 years
- Must have a current Commercial Drivers License (CDL) with Passenger and Air Brake endorsements and a clean, safe driving record
- CPR and first aid a plus

WORKING ENVIRONMENT: The majority of the work is performed inside the bus in varying types of weather and with a wide variety of people with different personalities and abilities.

PHYSICAL DEMANDS: An individual will be required to work the majority of hours sitting, and driving a bus. May be required to assist passengers with limited physical abilities on and off bus. Occasional lifting (1-50lbs) is required. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

PREFERENCE STATEMENT:

Preference will be given to Doyon shareholders and Alaska Natives in accordance with Title 43 U.S. Code 1626(g) and Title 42 U.S. Code 2003-2(i).

REASONABLE ACCOMODATION:

It is Doyon's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

How to apply:

Forward a personal letter that describes your interests, your work ethic, how you learned about us and your exact dates of availability, along with the Doyen's Family of Companies **Employment Pool Application** to:

E-mail: rivercabins@doyon.com

Or

Fax: 907-459-2160

Our properties are "Drug & Alcohol-Free Workplaces". Absolutely no use by employees, of drugs or alcohol, is tolerated on property at any time.