

CHEYENNE STREET RAILWAY TROLLEY DRIVER JOB DESCRIPTION Part-time ~ Seasonal position

TITLE: Cheyenne Street Railway Trolley Driver

REPORTS TO: Visit Cheyenne Transportation Manager

Position Summary: Drive the trolleys in a safe manner for a variety of tours including historic tours, ghost & holiday tours, shuttles and private charters. Narrate tours from provided scripts. Be entertaining to the riders. Help maintain safe & clean trolleys, do required inspections and paperwork.

Minimum Qualifications: Must have a valid CDL Driver's License with A, B or C Endorsements, P=passenger, S school bus. Clean driving record- no convictions past 12 months, provide a valid Medical Examiners Certificate- physical. Must be at least 21 years old and speak & read English well. Must pass PRE-EMPLOYMENT DRUG TEST and participate in random substance abuse testing. Employee must be in good health and physically able to perform all duties. Safety Performance History Record Request must be sent to former employees, approval thereafter. Candidates must have excellent interpersonal communication skills and the ability to effectively develop and maintain strong working relationships across all age groups and organizational levels. Ability to work varying hours as evening, early morning and weekend time will be required. A general knowledge of Cheyenne and a desire to provide exceptional experiences for passengers.

Essential Job Functions:

- Safe operation of the trolley in all weather conditions.
- General knowledge of Cheyenne, to include attractions and events. Encourage visitors to extend their stay. Enjoy the historical aspects of Cheyenne.
- Public speaking ability. Narration of loop tours, historical tours, ghost tours, light tours and specialty tours from provided scripts. Entertain the riders.
- Stick to published schedule.
- Safety of passengers, ability to operate trolley wheelchair lift, sliding windows, emergency exits.
- Pre-trip and post-trip inspections of trolley for each tour.
- Clean trolley before and after tours (mop, windows, brass, empty trash, and wash outside as needed).
- Fuel trolley after tours- even if tank is not empty.
- Complete all paperwork, i.e. Inspection Reports, Passenger & Fuel Logs, etc. Turn forms and charter payments into office in timely manner.
- Maintain necessary licensing & training certifications to meet city, state & federal requirements.
- Take required drug & alcohol screenings.
- Put appropriate signage/decorations on the trolleys for charters
- Enjoy working with & sharing ideas with fellow drivers & CRS staff. Be respectful of fellow employees.
- Attend & participate in staff meetings and training programs. Read and comply with weekly staff memos and correspondence from management.
- Ability to control difficult situations with the public.
- Always present a positive view of Cheyenne, Visit Cheyenne and CSR. Display strong public relation skills. DO NOT EXPRESS PERSONAL OPINIONS, POLITICAL OR OTHERWISE. No place for sarcasm.

- Ability for flexible work schedule and on call availability. Find another driver to cover shifts that you cannot work. Advise manager of any schedule changes.
- Arrive at least 10 minutes prior to scheduled charter times. Also arrive 10+ minutes early before your first Loop tour of the day. Stay on schedule.

Suggested Experience:

- Experience driving commercial passenger vehicles
- Public speaking
- History knowledge & interest
- Pleasant & outgoing personality
- Experience in tourism/hospitality industry

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to stand; use hands to handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds and frequently lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

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

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate. This job will frequently require the individual to work outside in all weather conditions.

Compensation

This position is a part-time hourly position.