

Community Connection of Northeast Oregon, Inc.

Position Description

BUS DRIVER

Salary Range 31 (\$11.95 - \$16.55 per hour)

Position Classification	
Salary	
Hourly -----X	
Overtime Exempt	
Overtime Non-Exempt ---X	
Safety Sensitive -----X	

GENERAL STATEMENT OF DUTIES

Transports passengers to a variety of locations (usually within the county). Offers assistance to all passengers as they enter and leave the vehicle.

SUPERVISION RECEIVED

Works under the supervision of the County Manager and/or Transit Operations Manager.

SUPERVISION EXERCISED

Generally, there are no supervisory responsibilities with this position.

TYPICAL DUTIES (Any one position may not involve all the duties listed, and many positions will involve duties not listed.)

1. Responsible for transporting elderly, persons with disabilities and general public riders.
2. Responsible for the safety of persons while they are on the vehicle, and while they are entering or leaving the vehicle.
3. Maintain records on the number/type of passengers, miles driven, gas and oil used.
4. Assist passengers with their carry-on items on and off the vehicle as needed.
5. Responsible for fueling, routine checks and keeping the vehicle interior clean.
6. Other duties as assigned.

REQUIRED EDUCATION, EXPERIENCE AND SKILLS

High School Graduation or GED certificate. Must have a valid Oregon driver's license, and a safe driving record.

Must have the ability to work pleasantly and professionally with the public and co-workers and have the ability to follow written and oral instructions. Must have reasonable knowledge of vehicle operations; physically able to assist wheelchair passengers, and

Community Connection
Job Description-Bus Driver

passengers with walkers or crutches when boarding and deboarding the transit vehicle and occasionally provide door-to-door assistance as needed. Transit experience and a CDL preferred but not required.

Must pass pre-employment drug test and criminal history background check. This position will also require random drug and alcohol testing.