

Community Connection of Northeast Oregon, Inc.
Position Description

TRANSIT DRIVER

Salary Range 10 (\$17.33 - \$22.72 per hour + \$1.00 FOR CDL with
passenger endorsement)

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 passengers with walkers or crutches when boarding and debarking 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.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

~ Sitting for longer stretches of time may occur, as the predominant job responsibility is driving.

~ Position requires standing, walking, sitting, bending, lifting, carrying, pulling, pushing, reaching, bending, stooping, and kneeling.

~ Driving and walking in inclement weather may occasionally be required.

~ Ability to lift objects up 50-75 lbs.

Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

If you need assistance or an accommodation due to a disability, you may contact us at jobs@ccno.org or you may call us at 1-541-963-3186.

JOB DESCRIPTION ACKNOWLEDGEMENT

I acknowledge that I have received a copy of this job description applicable to the fiscal year effective as of the revision date below.

I have reviewed and understand the job duties and responsibilities assigned to me in this position.

Employee Signature: _____

Date: _____