

**CENTRAL OREGON INTERGOVERNMENTAL COUNCIL  
JOB DESCRIPTION**

<b>Job Title:</b> DRIVER <b>Supervisor:</b> Field Supervisor	<b>Effective Date:</b> June 1, 2010 <b>Revised Date:</b> 7/1/18
<b>Grade Level:</b> 3	<b>FLSA Status:</b> Hourly/Non-Exempt; Union
<b>Department:</b> Transportation <b>Department Manager:</b> Transportation Manager	<b>Work Location:</b> Central Oregon (employment letter will designate exact location) <b>Reports to:</b> CET Operations Manager
<b>Safety-Sensitive</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Subject to Drug/Alcohol Testing</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>POSITION SUMMARY:</b> Provide safe and efficient transportation services for Central Oregon public transportation passengers. As the initial contact with the public, Drivers must be courteous and professional and be able to represent COIC in a manner that will maintain and promote the positive reputation of the organization. Drivers must be capable of dealing with a wide range of personalities, physical abilities and passenger situations. Must treat passengers with respect and understanding. Drivers will assure safety for themselves and passengers at all times. Drivers will assist in reporting, training, and quality assurance activities. Drivers are responsible for ticket inventory and the accurate recording of vehicle, passenger and other data.	

**ESSENTIAL JOB FUNCTIONS**

- Safely operate and transport passengers in a commercial motor vehicle
- Safely and courteously assist passengers with mobility devices such as walkers, canes, crutches or wheelchairs and assist with carry-on items.
- When necessary assist passengers with loading and unloading equipment on external carriers
- Collect appropriate passenger fare and record passenger trips on a mobile data terminal
- Perform pre-trip and post-trip internal and external vehicle inspections according to CET procedures
- Report vehicle defects or problems to supervisor
- Report accidents or other traffic issues to Dispatchers
- Keep interior of vehicle clean, wash exterior of vehicles as assigned
- Write daily reports in coherent, legible manner
- Other duties that may be assigned

**MINIMUM EDUCATION & SKILLS REQUIRED**

**Educational/Experience Requirements:** High School diploma, GED or equivalent

**Essential Knowledge, Skills and Abilities:**

- Ability to safely operate a commercial motor vehicle assuring the safety of the passengers as they enter, ride on and exit the vehicle.
- Must meet standards for a safety sensitive position.
- Must have good working knowledge of motor vehicles.

**Licensing & Other Requirements:**

- Must have a valid Oregon driver's license and access to a private vehicle or equivalent means of transportation
- Must have a current Oregon CDL – Class B of the appropriate class for the vehicle being driven with passenger endorsement and the air brake restriction lifted if appropriate, or the ability to obtain license and endorsements within 6 weeks of hire
- Current Medical Examiners Certificate, or ability to obtain within 1 week of hire
- Ability to pass post offer criminal background and driving background check, including driving history. No more than 2 moving violations in last 12 months and no convictions of driving under the influence of any prohibited substance;
- Must have a driving record which demonstrates adherence to safety in the operation of motor vehicles and adherence to traffic laws and regulations.
- Must have no criminal conviction which may, in the sole judgment of COIC, constitute a threat to property or the safety of others. No history of class A felony offenses; time frame for Class B or C felony is 15 years; time frame for Class A, B or C misdemeanor is 10 years.
- Ability to successfully pass a post offer DOT/FTA pre-employment drug test
- Must be available for varying shifts

**Basic Job Requirements:**

- Ability to understand and carry out instructions to perform work
- Ability to report to work on time and maintain a strong attendance record
- Have knowledge of the service area geographic
- Represent COIC in a manner that will maintain and promote the positive reputation of the organization.
- Interact with a wide range of personalities and situations and be able to treat the diverse ridership with respect and understanding.
- To maintain a good rapport with the general public.
- To interact positively with passengers and co-workers.
- Ability to work effectively as part of a team.
- Attend mandatory meetings, as required
- Ability to follow COIC safety and operational rules and procedures.
- Ability to remain current on all required trainings including, but not limited, to First Aid, CPR, Defensive driving, and PASS.
- Ability to complete HIPAA training requirements.

**Physical Requirements:** Must speak and communicate effectively when using two-way-radio, when communicating with supervisors, co-workers and passengers. Vision: ability to see details at a distance; near vision to see details at close range (within a few feet of the observer); depth perception to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object

The following physical job activities will be performed:

- Pulling/pushing for wheelchair transport, between buildings and bus, up to 350 pounds up and down ramps and curbs, and on uneven and rough surfaces
- Lifting is performed to get wheelchairs up curbs, assisting passengers with carry-ons and getting other equipment onto the external bus carriers;
- Sitting for up to 6-8 hours per day for driving.
- Walking during stops to aid ambulatory passengers to and from buildings
- Standing for not more than a few minutes during stops
- Climbing to enter and exit the bus
- Bending and twisting of the neck for driving including mirrors, occasionally for looking under bus during pre-trip checks
- Bending at the waist/squatting/kneeling occasionally for pre-trip checks, frequently to secure wheelchairs in the bus
- Grasping constantly for driving activities, frequently for manual door operation, wheelchair movement and securing wheelchairs
- Carrying is performed for assisting passengers with carry-on items, tire chains and cleaning items to and from the bus
- Ability to physically assist passengers door-to-door with walkers, canes, crutches or wheelchairs, and carry-on items
- Lifting/carrying more than 50 pounds would be performed only in the event of an emergency requiring the evacuation of passengers.

**Work Environment:** Manual labor, work outdoors subject to all types of weather conditions. Subject to vehicle noise, fumes, odors and dust and animal dander. Subject to low risk of injury due to vehicle accidents, mechanical failures.

*This job description is Not all inclusive and is subject to change. Additional duties and tasks may be assigned, as necessary.*

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**H.R. Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_