

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Transit	CLASSIFICATION:	477
SUPERVISOR:	Transit Director	SALARY RANGE:	21
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: The Transit Driver is responsible for operating buses in a safe and efficient manner and for providing for the safety and well-being of the patrons of transportation services. Drives transit vehicles and routes as assigned by the Dispatcher. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned. Operates medium duty and small buses safely along defined fixed and/or deviated routes within the time frame of an assigned route's timetable.

Operates buses within specific service areas, providing dial-a-ride curb-to-curb transportation service.

Operate buses in a professional manner that ensures all passengers experience a safe and comfortable ride.

Interact with senior citizens, disabled residents, and the general public in a manner that demonstrates compassion and commitment to their specific needs.

Maintain a comprehensive knowledge of all County operations, policies and procedures.

Assists disabled or senior citizen passengers in boarding and disembarking from vehicles, including safe securement of passengers in mobility devices.

Record and submit passenger statistical data, odometer mileage, travel time, fares, and pass sales transactions on authorized County forms in a concise and legible manner.

Collect correct fares as needed.

Conduct and document a thorough pre-trip inspection of the vehicle prior to operation and a post-trip inspection at the end of the shift on a daily basis.

Report all physical damage, malfunctions, and suspected mechanical problems to mechanic on authorized County forms.

Fuel and spot clean vehicles as needed, in accordance with established procedures.

Operate two-way radio, using proper radio communication procedures in compliance with Federal Communications Commission standards.

Attend and participate in safety meetings as requested.

Maintain security of vehicles, fares, passes and gas cards.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the public, co-workers and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work under the direction of the Transit Director who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Equivalent to high school graduation and two years customer service experience. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted. Must be 21 years of age and possess a valid Oregon driver license with a verifiable clean three year driving record. Class B or C Commercial Drivers' License preferred but not required. Must be able to pass a comprehensive Oregon State Police background check that includes no major traffic violations for ten years. Must be able to comply with the Federal Transit Administration Drug & Alcohol Testing pre-employment drug screen.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of Oregon State Police (OSP) and Oregon Department of Motor Vehicles (DMV) regulations governing the safety and operation of public transit vehicles. Knowledge of proper two-way radio etiquette, and effectively communicates with supervisors, dispatchers, and other drivers. Familiarity with computerized dispatch and scheduling systems preferred. Knowledge of basic vehicle maintenance routines, and the ability to detect and report obvious or suspected mechanical issues on the vehicles.

Ability to read maps and knowledge of geographical service area(s), fare policies, and operational procedures. Ability to interact with the general public using courtesy, tact, and good judgment and ability to maintain a calm, diplomatic and tactful attitude in dealing with difficult passengers and situations. Ability to effectively react to emergencies by following established procedures while remaining calm and self-assured. Ability to cooperatively work with others; be respectful of co-workers, promote teamwork work constructively with supervisors, dispatchers, and other drivers. Ability to interpret oral and written communications and accurately and legibly complete reports. Ability to use a tablet for trip manifest programs. Ability to perform addition and subtraction and calculate correct fares.

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.

Must be able to obtain, possess, and maintain a medical examiners certificate as defined by 49 CFR 391, Subpart E every 2 years or as indicated by a medical doctor or the DMV. Ability to sit for long periods of time in a variety of drivers seats in different models of vehicles. Must be able to turn head 180 degrees in either direction on a regular and frequent basis. Must be able to walk to enter and exit the vehicle carrying up to 20 pounds. Ability to bend, crouch, and/or kneel and balance while simultaneously manipulating and fastening wheel chair tie-down and retractor straps.

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.

Tasks are regularly performed with exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, violence, disease or pathogenic substances.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***