

MID-COLUMBIA COUNCIL OF GOVERNMENTS
JOB DESCRIPTION

Driver

General Statement of Duties: Drives Transportation Network vehicle(s) to provide general public transportation within the Wasco County service area. The primary objective of the Transportation Network bus driver is to provide safe, reliable, and efficient public transportation. The driver must also ensure that the highest possible safety standards are followed in the operation and maintenance of the assigned vehicle.

The applicant must have, or be able to obtain, a Class C Commercial Driver's License with applicable endorsements, including any necessary state certifications. He/she must possess a clean driving record and a reliable employment history with a strong attendance and punctuality record.

The applicant must have a neat appearance and a sincere desire to work with the general public, especially the elderly and people with disabilities.

Supervision Received: Works under the general supervision of the Transportation Network Operations Director.

Essential Job Functions: The essential functions of the position include, but are not limited to, the functions outlined below. Management retains the discretion to add to and/or change the duties of the position at any time.

Regular and consistent attendance is an essential function of this position.

1. Ensures safe and timely transportation for our rider's by:
 - Performing complete and thorough daily pre-trip inspections and reporting equipment concerns and maintenance problems to dispatcher or supervisor.
 - Assist our riders in the safe and efficient boarding and deboarding on our buses.
 - Ensuring the safe securement of all objects, mobility devices and appropriate use of car seats and seat belts.
 - Ensure all mobility devices are properly secured and the seat belt and shoulder harness are used according to the manufactures guidelines.
 - Immediately reporting any unsafe or hazardous working conditions, passenger incidents and/or any injury.
2. Maintains accurate daily records and completes daily financial reports to the Transportation Network Operations Manager.
 - Completes service date for reporting requirements and transmits the information to the Transportation Operations Manager.
 - Reconciles daily fares/tickets received from riders with Transportation Operations Manager
3. Contributes to team effort by:
 - Establishing and maintaining open and positive communication and interaction with all staff, and all of our riders.
 - Provide positive and constructive input into all aspects of the program.
 - Be willing to help other drivers who might get behind on their routes.
4. Follow company safety and personnel policy.
5. Maintains confidence and protects agency operations by:
 - Keeping confidential information confidential

6. Performs other job related work duties as assigned.

Specific Physical Job Functions:

1. Sit in driver's seat for long periods of time.
2. Use full range of sense of hearing, including tone, pitch, and volume, when operating transit vehicle, using two-way radio, and assisting passengers and public.
3. Use full range of sense of speech, including audibility, annunciation, and projection, when using two-way radio and assisting passengers and public.
4. Use full range of sense of vision, including depth perception, accommodation, color vision, and acuity near/far when operating transit vehicle.
5. Finger (manual dexterity) vehicle controls and paperwork.
6. Handle transfers and other paperwork.
7. Push passengers in wheelchairs over short distances.
8. Pull passengers in wheelchairs over short distances.
9. Stoop when performing vehicle inspections and securing wheelchairs.
10. Crouch when performing vehicle inspections and securing wheelchairs.
11. Kneel when performing vehicle inspections and securing wheelchairs.
12. Bend at the knee, hip, and waist when operating vehicle, performing vehicle inspections, and securing wheelchairs.
13. Twist at the knee and waist when operating vehicle, performing vehicle inspections and securing wheelchairs.
14. Reach forward, rearward, upward, and downward when operating vehicle, performing vehicle inspections, and securing wheelchairs.
15. Stand while performing vehicle inspections and assisting passengers and the public.
16. Walk while performing vehicle inspections and assisting passengers and the public.
17. Be subject to wet, cold, and/or hot environmental conditions.
18. Be subject to a low risk of injury due to vehicle accident, mechanical failure, fire, and/or explosion.
19. Be subject to vehicle noise and vibration while operating transit vehicle.
20. Be subject to vehicle exhaust fumes and odors, and road dusts and mist.
21. Write reports in a coherent, legible manner.
22. Collect and count fares.
23. Clean & wash interior & exterior of vehicles.
24. Other functions that may be assigned.

Comparison Chart of Typical Job-Related Activities

The following chart lists the types of movements and actions that the bus driver must perform and the frequency of these movements and actions.

Symbol descriptions:

Symbol	Frequency	Explanation
NA	Not Present	Activity or Condition does not exist.
S	Seldom	Activity or Condition exists up to ¼ of the time.
O	Occasionally	Activity or Condition exists up to 1/3 of the time.
F	Frequently	Activity or Condition exists from 1/3 to 2/3 of the time.
C	Constantly	Activity or Condition exists 2/3 or more of the time.

Movement	Description	Tasks	Frequency
Reaching	Extending hand(s) and arm(s) in any direction	- <i>Steering</i> vehicle and operating controls. - <i>Securing</i> mobility device to vehicle floor. - <i>Checking</i> exterior and interior equipment while performing pre-trip inspection. - <i>Opening</i> and closing passenger and lift doors	C F O F
Walking	Moving about on foot to accomplish tasks.	- <i>Boarding</i> & deboarding vehicle. - <i>Moving</i> about work facility	F F
Pulling	Using upper extremities to exert force in order to draw, drag, haul objects in a sustained motion.	- <i>Assisting</i> passenger using mobility devices whose combined weight could be up to 600 lbs, onto and off of lift platform & while maneuvering inside vehicle.	F
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position requiring the use of the upper extremities and back muscles.	- <i>Assisting</i> passenger using mobility devices whose combined weight could be up to 600 lbs, onto and off of lift platform & while maneuvering inside vehicle.	F
Climbing	Ascending or descending stairs using feet/legs &/or hands/arms	- <i>Boarding</i> & deboarding vehicle.	F
Balancing	Maintaining body equilibrium to prevent falling when walking, standing, crouching, reaching on narrow, slippery, or moving surfaces.	- <i>Bending</i> and reaching to secure mobility device to vehicle floor. - <i>Riding</i> on lift while steadying lift user &/or mobility device. - <i>Crouching</i> to look under vehicle while performing pre-trip inspection.	F F O
Stooping	Bending body downward & forward by bending spine at the waist. Requires full use of the lower extremities & lower back muscles.	- <i>Bending</i> & reaching to secure mobility device to vehicle floor. - <i>Looking</i> under vehicle and inside vehicle while performing pre-trip inspection.	F O
Kneeling	Bending legs at knee to come to rest on knee or knees.	- <i>Reaching</i> & twisting to secure mobility device to vehicle floor. - <i>Looking</i> under vehicle while performing pre-trip inspection.	F O
Crouching	Bending the body downward & forward by bending legs & spine.	- <i>Reaching</i> & twisting to secure mobility device to vehicle floor. - <i>Looking</i> under vehicle while performing pre-trip inspection.	F O
Crawling	Moving about on hands and knees.	- <i>Securing</i> mobility device to vehicle floor.	F
Grasping	Applying pressure to an object with the fingers & palm.	- <i>Holding</i> & turning vehicle steering wheel - <i>Whenever</i> maneuvering mobility devices & those using them. - <i>Operating</i> vehicle controls. - <i>Securing</i> & adjusting mobility device securement straps & clamps. - <i>Checking</i> mechanical parts while performing pre-trip inspection. - <i>Opening</i> & closing passenger & lift doors.	C F C F O F
Pushing	Using upper extremities	- <i>Assisting</i> passengers using mobility devices	F

	to press against something with steady force in order to thrust forward, downward, or outward.	whose combined weight could be up to 600 lbs onto & off of lift platform, over curb-cuts & driveways, & while maneuvering inside vehicle.	
Fingering	Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.	- <i>Operating</i> vehicle & lift controls & buttons. - <i>Looking</i> under vehicle while performing pre-trip inspection.	C O
Feeling	Perceiving attributes of objects, such as size, shape, or temperature.	- <i>Monitoring</i> condition of vehicle systems by feeling for temperature. - <i>Identifying</i> location of securement tracks or brackets on floor of vehicle while reaching behind or under a seat or mobility device.	S F
Talking	Expressing or exchanging ideas by means of the spoken word. Conveying detailed or important spoken instruction to others accurately, loudly or quickly.	- <i>Communicating</i> with dispatcher & other operators via two-way radio. - <i>Assisting</i> general public with schedule & route information. - <i>Directing</i> others in times of duress or emergency.	F F S
Hearing	Perceiving the nature of sounds with or without correction. Ability to receive detailed information through oral communication, & the ability to make fine discriminations in sound.	- <i>Communicating</i> with dispatcher & other operators via two-way radio. - <i>Assisting</i> general public with schedule & route information. - <i>Interpreting</i> sound of traffic & emergency sirens. - <i>Monitoring</i> sounds & vibrations associated with engine & vehicle use.	F F C C

Work Environment: Occasional evening work may be required. Out-of-town or out-of-country travel or overnight lodging may be required upon occasion. The noise level in the work environment is usually moderate and may be subject to other vehicles on the roadways. Work will take place on a Transportation Network vehicle(s) and public environments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Desirable Qualifications: **Knowledge** of public transportation policies and special transportation needs of passengers. Thorough knowledge of transportation service delivery. Thorough knowledge of streets in the service delivery area.

Ability to Work in a team environment; prepare accurate daily reports; adjust to changing needs of the Transportation Network Program, communicate clearly and effectively both orally and in writing; implement a variety of tasks related to operation of a vehicle(s); analyze situations quickly, work flexible hours to meet the program's demands; present a professional image of the program; read, comprehend and follow direction; meet deadlines; create and maintain a positive, non-judgmental atmosphere for co-workers.

Education, Experience and Training: High school graduation or equivalence; formal driver's training; two years experience working directly with the public; a Commercial Driver's License with passenger endorsement; or any satisfactory combination of experience and training as determined by the hiring authority.

Fair Labor Standards Classification: This is a non-exempt position; eligible for overtime payments as provided under the Fair Labor Standards Act (FLSA) of 1938.

Acknowledgement:

Received by Employee: _____ Date: _____
(signature)

Reviewed by H.R.: _____ Date: _____
(signature)

*The signed, original document will become part of employees Personnel File.