

PUBLIC TRANSIT DRIVER – OPERATOR

Umpqua Public Transportation District is committed to providing equal access to programs, services and employment. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Application Deadline: Open until Filled

Job Location: Roseburg

Job Type: Full Time or Part Time

Salary Range: \$18.00 to \$30.00 per hour DOE

Benefits offered: Medical, Vision, Dental, Life Insurance, Retirement

Schedule: Monday through Friday, including some Saturdays

Summary Description

Performs duties related to driving a van or bus on established routes, demand response service transporting individuals to various destinations or contract transportation service and provides a variety of information to passengers and the general public.

Representative Duties

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Transport public, senior citizens, and special needs individuals on designated routes.
2. Collect rider fees, maintain transportation records, and prepare and submit transportation reports, as required or requested.
3. Wash, clean, and fuel vans or buses.
4. Conduct daily safety pre-trips and post-trips (safety inspections and maintenance checks), reporting problems as requested or required.
5. Coordinate with co-workers, departmental and agency personnel in obtaining and providing information such as schedules, directions, and vehicle maintenance, as well as required or requested records and reports.

Minimum Requirements

At the time of appointment, must (1) possess valid Oregon Commercial Driver's License (CDL Class A or Class B), with passenger endorsement, and (2) medical card, in accordance with all applicable local, state, and federal statutes.

Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

- Automobile safety and defensive driving.
- Pertinent federal, state, and local laws, codes and regulations governing public transportation for seniors and individuals certified under the ADA.

Ability to:

- Understand and follow both oral and written instructions.
- Understand the needs and concerns of the public, especially seniors and people with special needs.
- Maintain records and prepare reports.
- Work within established departmental policy and procedures and approved safety standards.
- Perform several tasks simultaneously.
- Work within a team environment.
- Make decisions independently in accordance with established policies.
- Maintain confidentiality.
- Remain calm and use good judgment during confrontational or high-pressure situations.
- Courteously and effectively deal with other employees, senior citizens, individuals with special needs and the public.
- Work in a safety-conscious manner at all times.
- Establish and maintain effective working relationships with those contacted in the course of work.

Skill in:

- Operation of vehicles requiring a Commercial Driver's License (CDL)

Education/Training:

- Any combination of driving experience and training which provides the necessary knowledge, skill, and ability to perform the duties of the position.

Experience:

- One-year experience transporting passengers.

Physical demands and working environment

The conditions herein 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 job functions.

Environment:

Work is typically performed under reasonably good working conditions; while exposure to fumes, heat, noise and vibrations may occur, such exposure is generally not present to the extent of being disagreeable.

Physical:

Work will require bending, keyboarding, carrying and lifting up to 5 pounds, occasionally up to 60 pounds, pushing, pulling, reaching, sitting, standing, and walking.

Mental:

Work requires continuous/concentrated mental and/or visual attention and alertness.

Vision:

Ability to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing:

Ability to hear in the normal audio range with or without correction.