

Community Action Program of East Central Oregon (CAPECO)

Job Description

Job Classification: Range 2	Position Title: Driver	Department: Area Agency on Aging
Salary Range: \$9.52-\$12.75 per hour	Position Status: Regular Part-Time, Non-Exempt	Supervised By: AAA Director

Position Overview

The CAPECO Transportation Driver operates a variety of vehicles: minivans with and without ADA accessibility; 9 passenger minibus or a 12 passenger shuttle bus. The driver transports clients to and from non-emergent medical appointments and/or Rides to Wellness destinations using safe driving skills. Drivers are required to be communicative and understanding while performing their duties. Drivers must have knowledge of basic road skills, defensive driving, and strong people skills. Drivers may also be required to transport items for CAPECO. Driving will primarily be within a 200 mile radius. CAPECO Transportation hours are from 7:00am to 7:00pm Monday through Friday. There may be evening and weekend assignments. This position falls under the direct supervision of the AAA Director.

Major Duties and Responsibilities

1. Review vehicle prior to leaving for transport
 - a. Inspect the vehicle
 - b. Prepare vehicle for transport
 - c. Report any problems
2. Transport clients to and from appointments
3. Clean the vehicles on a daily basis
 - a. Wash exterior of vehicle on a regular basis
 - b. Vacuum/sweep/dust as needed
4. Report any supply items needed
5. Record mileage, trips, and passengers daily on log sheet provided
6. Keep vehicles fueled with proper fuel
7. Drop off or pick up vehicles as schedule
8. Provide assistance as needed
9. Attend and receive certification in PASS, Defensive Driving, and CPR/First Aid
10. All other duties as assigned.

Qualifications

- High School Diploma, GED, or relevant work experience.
- Must be a minimum of 21 years of age.
- Must have a clean driving record for the past 3 years.
- Ability to Lift/Push/Pull up to 50 lbs.
- Bi-lingual is preferred but not necessary to the position.
- Ability to work well with others and take direction.

- Ability to travel throughout Oregon and Washington (long distance may be necessary).
- Must pass criminal background check and be approved per CAPECO's Insurance Carrier.

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above.

EMPLOYEE'S SIGNATURE

DATE