

Community Action Program of East Central Oregon (CAPECO)

Job Description

Position:	TRANSPORTATION DRIVER
Supervised by:	Program Manager & Director of Programs
Department:	Food & Nutrition
Classification:	Regular Part Time – up to 35 hours per week
Position Status:	Non-Exempt
Location:	Pendleton
Salary Level/Wage:	Range 2 - \$10.19/hour
Benefits:	Life Insurance, 401K Plan and Sick
Closing:	This position is open until filled, first screening 10/25/2017

HOW TO APPLY:

To apply for this position we must receive a completed CAPECO application. An application can be found by visiting our website at CAPECO-WORKS.ORG or pick up at our Main Office located at 721 SE 3rd Street, Suite D, Pendleton, OR 97801. Cover Letters and Resumes may also be included, but will not be accepted without an application.

Please return completed application, optional resume, cover letter and any other required documents to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801 or aalexander@capeco-works.org. Please send it attention Human Resources if you are sending by mail.

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 Program Director.

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

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, HIPPA, FWA, Blood Borne Pathogens and CPR/First Aid
10. All other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- 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.
- 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).

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to bend, kneel and crouch. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate. The employee must regularly lift, push and/or carry/move objects up to 50 pounds.

SPECIAL REQUIREMENTS:

- Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this position.
- CAPECO is a drug free workplace and pre-employment screening will be required.
- Must possess a valid State Driver's License and insurable driving record is required.

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