



CLASSIFICATION NO. 844

Established: 5/07

Revised: 6/22, 8/23

FLSA: Non-exempt

EEO: 8

TRANSPORTATION DRIVER

CLASS CHARACTERISTICS

Under general supervision, to operate a County bus to transport passengers within Clackamas County; to assist with schedule planning, perform vehicle safety checks and minor recordkeeping, and do other work as required.

DISTINGUISHING CHARACTERISTICS

The Transportation Driver is responsible for transporting passengers in support of the Milwaukie Community Center or other North Clackamas Parks and Recreation District programs, and performing related tasks. Work duties are generally routine and are performed with little or no direct supervision.

The Transportation Driver differs from other driver classifications where the primary function is the operation of medium to heavy gasoline and diesel powered trucks or the distribution of mail, goods, and supplies, and related clerical tasks. It also differs from clerical classes which do not regularly operate motor vehicles in the performance of their duties.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Operates Ride Connection owned vehicles to safely transport passengers between destinations within Clackamas County; provides assistance to riders boarding and unloading the vehicle as needed; may move or lift passengers and/or personal mobility equipment.
2. Assists in the preparation of daily transportation schedules and routes to allow for maximum use of county vehicles.
3. Provides passengers with information on schedules, routes, and district activities, and responds to questions or requests.
4. Maintains daily records of ridership and other pertinent data as required; collects, records, and submits rider fares to Transportation Coordinator.
5. Conducts daily/weekly safety checks on vehicle features such as tires, fluids, lights, and brakes; maintains vehicles in clean and good operating condition; reports any needed repair/maintenance to Transportation Coordinator.
6. Provides route training to new or substitute drivers.

REQUIRED KNOWLEDGE AND SKILLS

Working Knowledge of: Oregon traffic regulations and Clackamas County roadways; customer service techniques; safe practices for moving or lifting those in need of assistance; recordkeeping and money handling; basic first aid.

Skill to: Operate assigned vehicle in a safe and efficient manner under a variety of traffic and weather conditions; recognize vehicle service and maintenance needs; read and interpret street maps; establish and maintain effective relationships with the public; determine passenger physical mobility needs; apply basic first aid techniques; communicate effectively, both orally and in writing.

WORKING CONDITIONS

Duties are performed primarily within a motor vehicle with some exposure to outside elements, including inclement weather and traffic hazards. This classification requires the ability to push, lift, or move objects, and stand, walk, and sit.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) months of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.