DRIVER JOB DESCRIPTION

RESPONSIBILITIES:

1. Operate COAST vehicles throughout the service delivery area according to a manifest or as otherwise necessary. Maintain on-time standards while observing all applicable safety rules. Provide appropriate assistance to all riders, including assisting with boarding and exiting the vehicle, operating wheelchair lifts, tying down wheelchairs utilizing securement system according to manufacturer's instructions, providing door-to-door assistance when requested or required, and maintaining a professional, courteous demeanor under all circumstances with riders, facility representatives and the public.

2. Be responsive to daily direction from Transportation Coordinators who screen, schedule and dispatch rides.

3. Utilize the telephone to communicate and resolve problems during the trip, using cell phones provided to each driver or the driver's personal cell phone.

4. Accurately and completely record required information on the driver’s manifests and/or other required forms. Collect, record and safeguard all rider donations and fares.

5. Conduct daily vehicle pre and post-trip inspections. Report any vehicle problems to the Colfax Dispatch office or to the Transportation Director. Fuel vehicles, keep interior of vehicles clean and wash vehicles as needed or if requested by Transportation Director.

6. Follow COAST emergency procedures when involved in an accident or incident. Report accidents and incidents immediately to the Screeners/Dispatchers or Transportation Director and request emergency assistance as required. Provide assistance to riders to ensure their safety in an accident or incident. Complete all required accident or incident paperwork.

7. Under the general supervision of the Transportation Director, work closely with the Screeners/Dispatchers. Receive daily direction from them as well as assist them in daily scheduling responsibilities and problem solving.

8. Work closely with other COAST drivers in supporting their daily responsibilities in a team oriented approach.

9. Represent the Council on Aging & Human Services and COAST Transportation to the communities and public COAST serves. Conduct self in a professional manner when working with riders, community agencies and other CoA&HIS staff members.

10. Perform other duties as assigned.
QUALIFICATIONS:

1. Minimum of five (5) years licensed driving experience. No moving violations in the last two (2) years. No at-fault accidents in the last three (3) years. A minimum of one (1) year driving in a commercial setting preferred, but not required.

2. Demonstrated ability to operate the variety of vehicles in the COAST fleet, including vehicle operation under adverse weather conditions and abnormal road conditions. Ability to perform under a variety of driving pressures.

3. Demonstrated knowledge of COAST’s service delivery area and communities within.

4. Must possess or be willing to obtain the following certifications as needed:
   a) Passenger Service and Safety (PASS), provided by COAST or its designee.
   b) Other training certifications, as needed.

5. Must possess or be willing to obtain a valid Washington or Idaho State Driver’s License.

6. Must pass the following:
   a) Five (5) year Motor Vehicle Drivers Report
   b) Criminal History Background Verification
   c) Pre-employment drug/alcohol tests that meets the Federal Transit Administration standards.

WORKING CONDITIONS:

1. Duties are primarily performed in the field under varied weather conditions. Long periods of sitting, standing, lifting, walking, stooping, kneeling, and assisting riders in wheelchairs, and ambulatory passengers in and out of vehicles and facilities. Requires the ability to maneuver a wheelchair with a passenger at weights up to 600 pounds. Depending on safety procedures, wheelchairs may be maneuvered up and down single curbs and steps. Requires the ability to operate wheelchair lifts and securement systems and ensure the safe tie-down of wheelchairs in vehicles. May require the temporary support of a rider who has lost his/her balance.

2. This position may be subject to random drug and alcohol testing that meets the Federal Transit Administration standards and COAST Transportation Drug and Alcohol Testing Policies.

3. This position is non-exempt (hourly wage) as defined by the Fair Labor Standards Act.