



Cow Creek Government Office

Position Description

Position Title: Transportation Driver

Department: Social Services

Reports To: Social Services Director

FLSA Designation: Non-Exempt

POSITION PURPOSE:

Provide safe transportation services for the Cow Creek Band of Umpqua Tribe of Indians.

ESSENTIAL FUNCTIONS:

- Drive vehicle to and from passenger's home to various predetermined destinations, including pre scheduled rides and/or route, which may include overnight long distance.
- Receive ride appointment requests via phone or referral and/or website.
- Create and maintain an orderly scheduled ride appointment calendar and ride log.
- Manage transportation grants, transportation projects and assist with the compiling of public transportation usage data for quarterly ODOT reporting.
- Attend quarterly transportation meetings, internal advisory meetings, and comply with all grant requirements.
- Provide courteous customer service and resolve minor customer service issues.
- Maintain a file of all customer service issues and the resolution of said issues.
- Communicate with organizational oversight providing regular program status report and reports required for grant in OPTIS.
- Operate ADA lift.
- Strap and secure passenger properly.
- Driver's safety training before operating a vehicle and keep current.
- Fuel and own vehicle.

QUALIFICATIONS:

- High School Diploma or GED required.
- Grant Management and recordkeeping experience required.
- Ability to apply program service adjustments as directed by organizational oversight.
- Must be able to follow program policies.
- Strong communication and organizational skills.
- Able to work independently.
- Must have a valid current Oregon Drivers' License with a clean driving record.