



## Cow Creek Government Office

### Transport Driver

Job Code: 1451  
Department: Social Services Director  
Location: Roseburg, OR  
Minimum Hourly: \$17.64

#### 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.
- 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.