

COASTAL COMMUNITY ACTION PROGRAM

117 E Third Street
Aberdeen, WA 98520

JOB DESCRIPTION

TITLE: Employment Transportation Driver

JOB CLASSIFICATION: Driver Part-time

SALARY RANGE: III-IV Non-Exempt
\$10.52-11.51/hr.

IMMEDIATE SUPERVISOR: JARC Coordinator

SUMMARY DESCRIPTION:

This position serves as employment transportation driver for Grays Harbor and Pacific Counties. This position will be responsible for transporting low-income individuals to and from employment, training programs, school and daycare.

FUNCTIONAL RESPONSIBILITIES:

1. Ability to drive a 9-12 passenger van.
2. Ability to follow a time schedule and maintain route efficiency.
3. Ability to maintain client's safety.
4. Possess excellent customer service skills.

PHYSICAL

5. Ability to lift 25 pounds.
6. Ability to bend /crouch to ground level.
7. Ability to repeatedly enter and exit vehicle.
8. Ability to sit for prolonged periods of time.
9. Ability to operate a wheelchair lift.

ADDITIONAL QUALIFICATIONS:

1. Possess a valid Washington State driver's license.
2. Have a clear three (3) year driving abstract free of accidents and tickets.
3. Possess a High School Diploma or GED equivalent.
4. Access to reliable transportation.
5. Ability to work flexible hours as assigned and able to organize own time for work schedule.

Position is subject to pre-employment drug testing.

It is a policy of the Coastal Community Action Program to assure that no individual be excluded from employment or employment opportunities on the grounds of race, color, age, sex, religion, national origin, marital status or presence of sensory, mental or physical handicap, Vietnam era and disabled veterans, or be denied the benefits of any of the agency's employment opportunities or delegated or contracted project agency.

Developed Nov 5, 2008