



JOB DESCRIPTION

PROGRAM: Social & Employment Services

TITLE: Driven to Opportunity Driver

JOB CLASSIFICATION: P/T Driver

STARTING SALARY RANGE: \$13.68 - \$14.98

DEPARTMENT: Social & Employment Services

IMMEDIATE SUPERVISOR: Driven to Opportunity Transportation Coordinator

SUMMARY DESCRIPTION: This position serves as a transportation driver for Grays Harbor and Pacific Counties. This position will be responsible for transporting low-income individuals to and from employment and or training programs.

FUNCTIONAL RESPONSIBILITIES:

1. Driving up to a 7 passenger van.
2. The ability to pick up clients in a timely manner.
3. The ability to keep clients safe.
4. Excellent customer service.
5. Knowledge of cities, highways and main streets in Grays Harbor and Pacific County.
6. Ability to do bending , squatting, crawling, climbing, reaching, carrying, push or pull medium weights, up to 25 pounds
7. Ability to sit for prolonged periods of time.
8. Ability to repeatedly enter and exit vehicles
9. Able to be involved in activities that have moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes, and gases.
10. Maintain vehicle cleanliness.
11. Other appropriate duties as assigned

REQUIRED QUALIFICATIONS:

1. High School Diploma or GED.
2. Have a clear three (3) year driving abstract free of accidents and tickets.
3. Ability to pass a pre-employment drug screening and random drug screenings during employment as per the Federal requirements.
4. Must be able to pass Department of Transportation (DOT) physical exam.
5. Ability to work flexible hours as required and able to organize own time for work
6. Excellent written/oral communication, organizational, and time management skills in maintaining accurate client files and financial spreadsheets
7. Current WA Driver's License and auto insurance as travel is required.

It is the policy of 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, or Vietnam era and disabled veterans, or be denied the benefits of any of the agency's employment opportunities or delegate or contracted project agency.