



## UCAN Employment Opportunity

Utrans Bus Driver	
<b>Transit</b>	<b>Applications currently being accepted</b>
<b>Budgeted Hours:</b> Various routes, approximately 25 - 40+ hours a week	<b>Salary: \$13.00/hour</b>

**DRIVING RECORD:** Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 2-3 days for delivery and longer for out of state.

**THE POSITION:** Performs duties related to driving a van or bus on established routes, demand response service transporting individuals to various destinations or contract transportation services. Driving various routes for approximately 25- 40+ Hours/week depending on needs of the business.

**Essential Functions of the Job:** Transport public, senior citizens and special needs individuals on designated routes. Collect rider fees, maintain transportation records, and prepare and submit transportation reports, as required or requested. Wash, clean, and fuel vans or buses, conducting daily safety pre-trips and post-trips (safety inspections and maintenance checks), reporting problems as requested or required. Coordinate with co-workers, departmental and agency personnel in obtaining and providing information such as schedules, directions, and vehicle maintenance, as well as required or requested records and reports.

**MINIMUM QUALIFICATIONS:** Any combination of driving experience and training which provides the necessary knowledge, skill and ability to perform the duties of the position. At the time of appointment, must (1) possess valid Oregon commercial driver's license (Class A or B), with passenger endorsement, and (2) medical card, in accordance with all applicable, local, state, and federal statutes **OR** possess valid Oregon Class B Permit with ability to obtain Class B commercial driver license with passenger endorsement and medical card.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Reasonable knowledge of automobile safety and defensive driving. **Skill in:** Operation of vehicles requiring a commercial driver's license. **Ability to:** Communicate effectively in both oral and written form; understanding the needs and concerns of the public, especially seniors and special needs persons, maintain records and prepare reports, work within established departmental policy and procedures and approved safety standards, perform several tasks simultaneously; good organizational skills; work within a team environment; make decisions independently in accordance with established policies, maintain confidentiality; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with other employees, senior citizens, special needs individuals and the public, work in a safety-conscious manner at all times.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work will require bending, keyboarding, carrying and lifting up to 5 pounds, occasionally up to 60 pounds, pushing, pulling, reaching, sitting, standing and walking. Work is typically performed under reasonably good working conditions; while exposure to fumes, heat, noise and vibrations may occur, such exposure is generally not present to the extent of being disagreeable. Work requires continuous/concentrated mental and/or visual attention and alertness.

**PRE-EMPLOYMENT DRUG SCREEN:** Employment is contingent upon successful completion of a pre-employment chemical detection screen conducted at UCAN expense.

**SUBMIT COMPLETED UCAN APPLICATION TO:**  
 UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470  
 541-492-3913 FAX 541-492-3921  
**Apply on-line:** Application on website: [www.ucancap.org](http://www.ucancap.org)  
 EQUAL OPPORTUNITY EMPLOYER & PROVIDER  
 UCAN – Creating solutions to poverty! Improving lives in our community!