

POSITION: Driver (CDL or Non-CDL)

STATUS: Full-time, Part-time; days as scheduled

SHIFT: Days as scheduled, weekends as needed

REPORTS TO: Operations Supervisor/Transit Manager

FAIR LABOR STANDARDS: Non-Exempt/Classified Civil Service

WAGE RANGE: \$15.00/hr; \$16.00/hr upon successful completion of probation

SUMMARY: This position is one of specialized work as a public driver for OCTA that specifically includes:

- Operates public transit vehicles according to an established schedule in a safe and professional manner.
- Abides by state and local laws and policies adopted by the Transit Board pertaining to but not limited to:
 - Tablets
 - Vehicle Maintenance Requests
 - Evacuations
 - Behavior Management
 - Drug and Alcohol Program Compliance
 - Fitness for Duty and DOT physical requirements
 - Passenger courtesy
 - Radio Etiquette
 - MUI/UIR Reports
 - Pre-trip Inspections
 - Passenger Safety
- Assists with passenger loading and unloading.
- Properly secures mobility devices.
- Provides first response, within the scope of training, to passengers requiring emergency medical assistance.
- Maintains professional ethics in keeping with the confidentiality of information and material accessed.
- Adheres to policies and standards as adopted by the County, contract agencies, and other governmental bodies as appropriate.
 - Maintains appearance of the vehicles and own appearance in such a manner for professionalism and representation of the agency.
 - Represents OCTA to the public in a positive manner.
 - Maintains a cooperative relationship with co-workers, agencies, and administration.
 - Possesses a positive attitude and passion and support the mission of the agency.
 - Performs other duties as assigned by the Transit Manager and/or Director.
 - Assists passengers who exhibit behaviors that could result in physical injury and/or exposure to blood-borne pathogens.

QUALIFICATIONS:

- At least 21 years of age
- High school diploma or GED.
- Pass Defensive driving course (during training period).
- Certified to perform First Aid and CPR (prior to probationary period)
- Possess valid Ohio Driver License (may be CDL or non-CDL) and pass a Motor Vehicle Record (MVR) check.
- As a CDL holder, must be able to drive any vehicle in the fleet.
- Must pass Department of Transportation-required physical.
- Must pass pre-employment and random drug and alcohol tests.
- Must pass criminal background check.
- May not be listed on the Ohio Abuser Registry.
- Must be fit for duty and be physically able to push, pull or lift a minimum of 50 pounds.
- Ability to understand and adhere to oral and written instructions.
- Must keep up with training requirements.
- Ability to manually pump lifts
- Ability to safely evacuate vehicles in a timely manner
- Ability to bend, kneel, squat and secure wheelchairs in tight areas and push/pull wheelchairs of various sizes in all conditions.
- Ability to clearly communicate on a two-way radio and mobile data computer.

Ability to define problems and draw valid conclusions

Ottawa County is an Equal Opportunity Employer/Drug Free Workplace. NOTE: while recreational marijuana may be legal in the state of Ohio, the County has elected to prohibit employees or applicants from using or testing positive for marijuana or THC. Any positive drug test will result in a withdrawal of the conditional offer of employment. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TO APPLY:

Resumes or applications may be submitted via mail, email or fax as follows:

OCTA

237 N. Toussaint South

Oak Harbor, OH 43449

Fax: 419-898-3167

Email: LBrown@octapublictransit.org

No Phone Calls Please

List professional, trade, business or civic activities and offices held. (You should exclude those, which indicate race, color, religion, sex or national origin): _____

Give name, address and telephone number of three references who are not related to you and are not previous employers.

EDUCATION

	<u>Elementary</u>	<u>High School</u>	<u>College/University</u>	<u>Other</u>
Circle Years Completed	5 6 7 8	9 10 11 12	1 2 3 4	_____

School Name: _____

Diploma/Degree: _____

Describe Course of Study: _____

Describe Specialized Training: _____

Licenses, Certificates: _____

Apprenticeship: _____

Skills and Extra Curricular Activities: _____

Honors Received: _____

State any additional information you feel may be helpful to us in considering your application, including typing speed and shorthand speed. _____

Do you presently hold a valid State of Ohio driver's license? _____ Yes _____ No

(This information will be considered for selection purposes only if such license is required by law to perform the duties of the position for which you are considered.)

If yes, Type of License: _____ Operator's _____ Commercial

Driver's License (CDL) CDL Endorsements? _____

EMPLOYMENT EXPERIENCE

Start with your present or last job, include military service assignments and volunteer activities, exclude organization names, which indicate race, color, religion, sex or natural origin.

Employer _____ Telephone Number _____
Address _____
Date Employed From _____ To _____
Work Performed _____
Job Title: _____
Supervisor: _____
Reason for Leaving: _____

Employer _____ Telephone Number _____
Address _____
Date Employed From _____ To _____
Work Performed _____
Job Title: _____
Supervisor: _____
Reason for Leaving: _____

Employer _____ Telephone Number _____
Address _____
Date Employed From _____ To _____
Work Performed _____
Job Title: _____
Supervisor: _____
Reason for Leaving: _____

If you need additional space, please continue on a separate sheet of paper

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience: _____

Have you ever been bonded? _____ Yes _____ No If yes, with what employers? _____

State names of relatives working for Ottawa County: _____

Who should be notified in case of an emergency?

Name _____ Home Phone _____

Address _____

Business Name/Address _____

Business Phone _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I further authorize all individuals and organizations named or referred to in this application and any law enforcement organization to give Ottawa County all information relative to such verification and hereby release such individuals, organizations, and Ottawa County from any and all liability for any claim or damage resulting therefrom. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the County.

Signature of Applicant

Date

As an equal opportunity employer, Ottawa County will consider only the qualifications of all applicants, and will not tolerate discrimination in provision of services or employment because of disability, race, color, creed, national origin, sex or age.

CONFIDENTIAL
SAFETY-SENSITIVE EMPLOYEE APPLICATION SUPPLEMENT

Previous US Department of Transportation Drug and Alcohol Testing

Applicant First Name, Middle Initial, Last Name _____ Social Security Number _____

Have you ever participated in USDOT-regulated drug and alcohol testing with previous employers?
Yes _____ (if yes, complete #1 and #2) No _____ (if no, skip to #2)

1. In the last two years, have you ever:
 - a) Tested positive (0.04 or greater) for alcohol?
Yes _____ No _____
 - b) Had a verified positive drug test result?
Yes _____ No _____
 - c) Refused a required drug or alcohol test (or had a verified adulterated or substituted drug test result)?
Yes _____ No _____
 - d) Violated any other DOT drug or alcohol testing regulation within the last two years?
Yes _____ No _____

2. Have you tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules in the last two years?
Yes _____ No _____

If you responded "YES" to any of the above questions, please provide documentation or your successful completion of DOT return-to-duty requirements. If you do not have this information, please explain why:

(Use additional pages as necessary)

"I certify that the facts contained in this form are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this form shall be grounds for dismissal."

Signed _____

Date _____