



COASTAL COMMUNITY ACTION PROGRAM
117 E Third Street
Aberdeen, WA 98520

JOB DESCRIPTION

PROGRAM: Driven to Opportunity of Thurston and Mason Counties **TITLE:** Driver- Full Time

JOB CLASSIFICATION: Driver

SALARY RANGE: \$14.79 - \$16.18

DEPARTMENT: Social and Employment Services

IMMEDIATE SUPERVISOR: Jenny Knutson

SUMMARY DESCRIPTION: This position serves as a Driven to Opportunity Employment/Education driver for Thurston and Mason Counties. This position will be responsible for transporting qualified individuals to and from employment, training programs and school.

FUNCTIONAL RESPONSIBILITIES:

- Operates assigned vehicle in a courteous and safe manner.
- Maintain accurate trip sheets, incident reports, fuel purchases etc.
- Act as a communication link between staff and clients.
- Keep vehicle neat and clean.

QUALIFICATIONS:

1. Possess a valid 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. Work flexible hours as assigned; able to organize own time for work.
6. Ability to lift 25 pounds.
7. Ability to operate a wheelchair lift.
8. Ability to bend /crouch to ground level.
9. Ability to repeatedly enter and exit vehicle.
10. Ability to sit for prolonged periods of time.
11. Knowledge of Thurston and Mason Counties streets desired
12. Must pass a Washington State Background check

LOCATION/WORKING HOURS: Vary

This position is subject to pre-employment drug testing and random drug testing per contract requirements.

Position open until filled.

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.