

Pick Up Cookeville Transit Operator

DEPARTMENT	TRANSPORTATION	AGENCY	UCHRA
REPORTS TO	PROGRAM SUPERVISOR	WORK LOCATION	COUNTY OFFICE
SOC CODE	53-3052	EMPLOYMENT	PART-TIME
FLSA STATUS	NON-EXEMPT	DATE REVISED	07/28/2021

AGENCY REQUIREMENTS

The Upper Cumberland Development District and Human Resource Agency manage many vital programs designed to support the societal infrastructure necessary for a well-rounded community to thrive. Our goal is to provide a social safety net for those going through difficult times and to improve quality of life for all citizens in the region. Both agencies are committed to coordinating our efforts with the state and federal programs we administer and our staff will work closely in conjunction with programs throughout the Upper Cumberland.

Staff must be mindful of the Mission, Vision, and Values of the agencies, always maintaining the highest standards in professional development and business activities. Staff will adhere to agency policies and always conduct themselves in a manner that advances the Upper Cumberland Region and the organizations we serve.

Objective	The Pick Up Cookeville Transit Operator will transport persons throughout areas of the Putnam county to and from designated locations in a safe, timely, and courteous manner. This position is responsible for those trips that do not fit into the UCHRA regular public transportation, i.e. routes, after hours, or weekends.
Functions and Duties	Observe all traffic and safety regulations Daily use of a tablet and scheduling software (on-demand technology) Assist passengers as required by Agency policy and procedure Receives daily instruction and route assignments from management Assist in loading wheel chair clients Ensure wheel chair positioning in the vehicle ensuring the passenger and wheel chair are secured properly in accordance with Agency policy and procedure Provides daily vehicle inspections 15 hours of driver training annually
Qualifications and Skills	Obtain and maintain at a minimum Class "D" Tennessee drivers license with an "F" Endorsement Must be insurable under the Agency's insurance policy Gives permission to a background check and that the background check meets all Non-Emergency Medical Transportation (NEMT) requirements, contract requires, and agency requirements The position requires a negative pre-employment drug test after the job offer by Agency personnel, random drug testing, reasonable drug suspicion/post-accident, and return to duty drug and alcohol testing. Follow up drug testing after returning to duty will also be performed. All are required by the Agency's approved FTA Drug and Alcohol Testing Policy Effective communication both oral and written
Education, Certifications, and Experience Required	Valid Tennessee Driver's License with "F" Endorsement

This job description is not intended to represent a complete, comprehensive list of all responsibilities and there may be unplanned activities and other duties as assigned. The Upper Cumberland Development District/Human Resource Agency is an Equal Opportunity Employer and is in compliance with the Americans with Disabilities Act.