



Crowley's Ridge Development Council, Inc.
Position Posting Form

Position Title: Part-time, Driver/Transporter
Program Name: North East Arkansas Transit (NEAT)
Posting Dates: From: 06-22-2023 To: until filled Time: N/A
Rate of Pay: \$ 11.00 / Hour Job Location: Jonesboro

Application Should Be Submitted To: Jennifer L. Johnson,
Director of Community Development

Qualifications:

- * High school diploma or GED required
- * Valid driver's license with a minimum of a Passenger "P" endorsement or be willing to obtain the endorsement
- * Current liability insurance & Clean driving record
- * Transportation experience preferred, but willing to train
- * Must be able to pass a DOT drug screening and background check
- * Have or be willing to obtain a current medical clearance statement from a physician

General Duties/Special Requirements or Conditions:

This part-time position is for the transportation of clients through CRDC's rural transportation program (NEAT) throughout the CRDC service area. Ideal candidates must be able to read, write and effectively communicate with clients, public contacts & staff. Daily written reports & completion of monthly reports are required. Applicants must be able to responsibly exchange money with clients due to the collection of cash fares. Must be able to sit/ride in a vehicle for extended periods of time, able to physically bend, squat & lift up to 30lbs.

This is a DOT Safety-Sensitive position, therefore all DOT Drug & Alcohol policies and procedures must be followed.

Applications are available at the CRDC Administrative Office:

2401 Fox Meadow Lane Jonesboro, AR 72403

(870) 802-7100 or on our website.

www.crdcnea.org

Our community action agency does not discriminate on the basis of race, color, national origin, age, gender, religion, or disability status. Customer diversity is wholeheartedly embraced in both our service delivery systems and hiring practices as we strive to eliminate the causes of poverty in Northeast Arkansas.



CROWLEY'S RIDGE DEVELOPMENT COUNCIL, INC. NORTH EAST ARKANSAS TRANSIT (NEAT) JOB DESCRIPTION

POSITION TITLE: TRANSPORTER/DRIVER (NEAT PROGRAM)
FSLA CLASS: NON-EXEMPT, PART-TIME
REPORTS TO: DIRECTOR OF COMMUNITY DEVELOPMENT

GENERAL RESPONSIBILITIES:

The Transporter/Driver will drive a bus, van, or passenger vehicle to transport clients over specified routes to local or distant points according to schedule, collect & record tickets/fares, maintain required records/reports, inspect vehicle daily, maintain safety for all passengers, staff and property at all times. Duties/responsibilities may be added, changed, or delegated at any time at the discretion of the Agency formally or informally either verbally or in writing. This is a DOT Safety-Sensitive position.

SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

The Transporter/Driver may be assigned to carry out duties in one or more of the following functional areas/roles, as needed and as assigned on a daily basis.

1. Drive vehicles as assigned to transport passengers according to schedule provided
2. Drive charter trips when needed
3. Comply with local traffic regulations
4. Report delays & accidents, check in when available by phone
5. Collect tickets, cash fares as necessary
6. Complete daily trip sheets and monthly performance reports
7. Complete pre-check forms and report any problems/issues as required
8. Keep vehicle clean inside & out
9. Regulate heating, lighting, venting for passenger comfort
10. Perform job duties in a professional, ethical manner and maintain client confidentiality at all times
11. Keep up to date about current transportation laws, regulations, policies & procedures
12. Attend required trainings/meetings as scheduled by your supervisor
13. Be knowledgeable about CRDC policies, procedures, mission & goals
14. Wear seatbelt at all times that vehicle is in operation, passengers will be asked & offered a seatbelt
15. Administer CPR &/or Basic First Aid to all passengers if necessary
16. No eating, drinking or smoking in Agency vehicles

QUALIFICATIONS:

- High school diploma or GED required
- Valid driver's license with a minimum of a Passenger "P" endorsement or be willing to obtain the endorsement
- Current liability insurance
- Clean driving record
- Transportation experience preferred, but willing to train
- Must be able to pass a DOT drug screening and background check (pre-employment & random)
- Have or be willing to obtain a current medical clearance statement from a physician (annually)
- Must possess or be willing to obtain a CPR & First Aid Certification
- Must be able to bend, squat and lift up to 30 lbs.
- Must be able to read and/or interpret documents such as daily trip sheets, route sheets, safety rules, etc. and must be able to write, handle cash transactions and do basic math well enough to accurately complete required documents/reports

ACCIDENT INVOLVEMENT:

All accidents or damage must be immediately reported to your supervisor(s). The insurance company for Crowley's Ridge Development Council will be promptly notified. In the event of an accident the Driver must cease use of all Agency vehicles and may be subject to an immediate drug test. An unsafe driving record could be cause for termination.

ACKNOWLEDGMENT:

I understand this job description and its requirements, and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.

Employee Signature

Date

Supervisor Signature

Date