

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

AGENDA REQUEST FORM

DATE: 12/18/2025

REQUESTED MEETING DATE: 12/23/2025 LENGTH OF TIME: **5 minutes**

DEPARTMENT DEADLINE: 12/24/2025

NAME: Chris Wheatlev

DEPARTMENT: Transit

REVIEW FOR LEGAL SUFFICIENCY OBTAINED: YES NO NA

FINANCE REVIEW: YES NO NA

PROJECT REQUEST FORM SUBMITTED: YES NO NA

AGENDA REQUEST MADE TIMELY: YES NO (IF NO, DESCRIBE EMERGENCY, BELOW)

ITEM REQUEST WILL BE FOR (SELECT ALL THAT APPLY):

Information Only

Discussion/Action

Executive Session Under

Public Hearing

Report

ORS 192.660(2)()

Brief Description of Topic To Be Discussed:

Requesting approval to replace CDL driver who resigned without notice on 12/17.

Description of Attached Documents:

Transit Driver Job Description

Description of Why Agenda Request Made Late (if applicable):



COLUMBIA COUNTY, OREGON
JOB TITLE: TRANSIT DRIVER
DATE: DECEMBER 1, 2023

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Transit	JOB CODE:	477
SUPERVISOR:	Director, Transit	SALARY RANGE:	21
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Perform safe and efficient operation of buses and provide for the safety and well-being of the patrons of transportation services. Drive transit vehicles and routes as assigned by the dispatcher.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Operate medium duty and small buses safely along defined, fixed, and/or deviated routes within the time frame of an assigned route's timetable.

Operate buses within specific service areas, providing dial-a-ride curb-to-curb transportation service.

Operate buses in a professional manner that ensures all passengers experience a safe and comfortable ride.

Interact with senior citizens, disabled residents, and the general public in a manner that demonstrates compassion and commitment to their specific needs.

Maintain a comprehensive knowledge of all county operations, policies, and procedures.

Assist disabled or senior citizen passengers in boarding and disembarking from vehicles, including safe securement of passengers in mobility devices.

Record and submit passenger statistical data, odometer mileage, travel time, fares, and pass sales transactions on authorized county forms in a concise and legible manner.

Collect correct fares as needed.

Conduct and document a thorough pre-trip inspection of the vehicle prior to operations and a post-trip inspection at the end of the shift on a daily basis.

Report all physical damage, malfunctions, and suspected mechanical problems to mechanic on authorized county forms.

Fuel and spot clean vehicles as needed, in accordance with established procedures.

Operate two-way radio, using proper radio communication procedures in compliance with Federal Communications Commission standards.

Attend and participate in safety meetings as requested.

Maintain security of vehicles, fares, passes, and gas cards.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.



COLUMBIA COUNTY, OREGON

JOB TITLE: **TRANSIT DRIVER**

DATE: **DECEMBER 1, 2023**

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.

SUPERVISION RECEIVED: Work is performed under the general direction of the Transit Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma and two years of customer service experience. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Previous transportation experience in the public sector preferred. Class B or C Commercial Driver's License preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Must be 21 years of age, possess a valid Oregon driver's license, and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of Oregon State Police (OSP) and Oregon Department of Motor Vehicles (DMV) regulation governing the safety and operation of public transit vehicles. Knowledge of proper two-way radio etiquette. Knowledge of basic vehicle maintenance routines. Knowledge of geographical service area(s), fare policies, and operational procedures.

Skill in computerized dispatch, scheduling systems and Microsoft Office products.

Ability to:

- Express ideas effectively, both verbally and in writing. Use sound judgment. Accurately and legibly complete reports.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Effectively communicate with supervisor, dispatch, and other drivers.
- Detect and report obvious or suspected mechanical issues on vehicles.
- Read maps and use tablet for trip manifest programs.
- Remain calm and use good judgement during confrontational or high-pressure situations.



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- Effectively react to emergencies by following established procedures while remaining calm and self-assured.
- Perform addition and subtraction to calculate correct fares.

SPECIAL NECESSARY QUALIFICATIONS: Verifiable three-year clean driving record required. Must be able to pass a pre-employment background and drug screening. Must be able to pass a comprehensive Oregon State Police background check that includes no major traffic violations for ten years. For CDL drivers, must be able to obtain, possess, and maintain a medical examiners certificate as defined by 49 CFR 391, Subpart E every two years or as indicated by a medical professional or the DMV.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Ability to sit for long periods of time in a variety of drivers seats in different vehicle models. Must be able to turn head 180 degrees in either direction on a regular and frequent basis. Must be able to walk to enter and exit the vehicle carrying up to 20 pounds. Ability to bend, crouch, and/or kneel, and balance while simultaneously manipulating and fastening wheel-chair tie-down and retractor straps.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Tasks are regularly performed with exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery vibrations, electric currents, traffic hazards, violence, disease, or pathogenic substances.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***