



## TILLAMOOK COUNTY TRANSPORTATION DISTRICT DIAL-A-RIDE POSITION DESCRIPTION – VOLUNTEER DRIVER

**Job Title:** Volunteer Dial-A-Ride Driver

**Benefits:** Receive driver's safety and passenger assistance training from a skilled transportation professional, an opportunity to help senior citizens and people with disabilities to remain independent and within their chosen communities, and the chance to meet a variety of individuals in the county.

**Supervision:** Tillamook County Transportation District staff will supervise drivers.

**Duration:** A one-year commitment of four hours per week is preferred, but not required.

### **General Description:**

Volunteer Dial-A-Ride drivers will provide the transportation service essential for many seniors, people with disabilities and the transportation-challenged to maintain their independence. Once selected, all volunteers will participate in a training course. This training will provide volunteers with the skills and techniques needed to assist people using wheelchairs and to ensure the safety and comfort of all riders. Staff from the Tillamook County Transportation District will support all volunteers.

### **Primary Duties:**

- Transport Dial-A-Ride customers to and from destinations in a safe, efficient manner.
- Work with Tillamook County Transportation District dispatchers to follow a schedule for pick-up and drop-off of riders.
- Maintain accurate records concerning mileage, fares, and any incidents that may occur during service delivery.
- Maintain excellent communication with Tillamook County Transportation District dispatchers to ensure that the service is maintained in an efficient manner.
- Collect fares from customers, following fare collection policies.
- Attend any required training and coordination events.
- Perform routine vehicle inspections.

### **Qualifications:**

- 25 years of age or older.
- Must have reliable transportation to and from van parking site.
- Must be able to complete the training course.
- Must be in good physical condition, with the absence of uncontrolled chronic illnesses such as epilepsy. Must be physically capable of lifting and moving 40 pounds.
- Absence of any alcohol or drug abuse.
- Must have three excellent references of character from non-relatives.
- Must have no prior history of crimes against the elderly or persons with disabilities, including any form of fraud, assault, or theft. Must have no prior record of felony convictions.
- Must show capacity and aptitude for providing driver services in a safe, conscientious manner.
- Must have genuine interest in and be capable of working with people, especially older adults and persons with disabilities.
- Must possess a valid Oregon Driver's license and maintain an excellent driving record
- Should have at least a minimal knowledge of the local area.

### **Personal Traits:**

In order to succeed as a Dial-A-Ride driver, a volunteer must be able to assist people with special needs, and must be compassionate and understanding toward the riders. Listed below are some of the personality traits that are helpful for Dial-A-Ride drivers.

- |             |                      |                    |
|-------------|----------------------|--------------------|
| * Patient   | * Emotionally Stable | * Understanding    |
| * Tolerant  | * Responsible        | * Sociable         |
| * Easygoing | * Accepting          | * Safety Conscious |

### **Other Requirements:**

Dial-A-Ride drivers will be using a van owned by the Tillamook County Transportation District, and will have the protection of the District's insurance policy. To help maintain that protection, drivers will be required to:

- Complete a drug test administered at Tillamook County General Hospital;
- Complete a criminal background check;
- Provide a DMV driving report to the District (the report should indicate no more than one moving violation and no preventable accidents in the previous three years).
- Uniforms may be required of all volunteers in order to support both the credibility and the safety of the program. If uniforms are mandated, the District will provide them.

Driver's tests are not currently required, but may become a requirement in the future. The District reserves the right to require driving tests at their discretion.



TILLAMOOK COUNTY TRANSPORTATION DISTRICT
DIAL-A-RIDE
VOLUNTEER DRIVER APPLICATION

DATE: \_\_\_\_\_

PERSONAL INFORMATION:

NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_
\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_
\_\_\_\_\_

HOME PHONE: \_\_\_\_\_ MESSAGE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

DRIVER'S LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_

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DO YOU SPEAK ANY LANGUAGE OTHER THAN ENGLISH? \_\_\_ YES \_\_\_ NO

IF YES, WHAT OTHER LANGUAGE(S)? \_\_\_\_\_

EDUCATION AND SPECIAL TRAINING:

- CPR CERTIFICATION? \_\_\_ YES \_\_\_ NO
RED CROSS FIRST AID TRAINING? \_\_\_ YES \_\_\_ NO
CDL OR OTHER DRIVER'S TRAINING: \_\_\_ YES \_\_\_ NO
OTHER APPLICABLE TRAINING? \_\_\_ YES \_\_\_ NO

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DRIVING HISTORY:

HAVE YOU HAD MORE THAN ONE MOVING VIOLATION OVER THE PAST THREE YEARS?
\_\_\_ YES \_\_\_ NO

ARE YOU OVER 25 YEARS OF AGE AND BEEN DRIVING AT LEAST FIVE YEARS?
\_\_\_ YES \_\_\_ NO

**AVAILABILITY:**

PLEASE CHECK ALL THAT APPLY

HOURS AVAILABLE	DAYS AVAILABLE	TIMES AVAILABLE
<input type="checkbox"/> 2 HRS PER DAY	<input type="checkbox"/> MONDAY	<input type="checkbox"/> MORNINGS
<input type="checkbox"/> 3 HRS PER DAY	<input type="checkbox"/> TUESDAY	<input type="checkbox"/> AFTERNOONS
<input type="checkbox"/> 4 HRS PER DAY	<input type="checkbox"/> WEDNESDAY	<input type="checkbox"/> EVENINGS
<input type="checkbox"/> 5 HRS PER DAY	<input type="checkbox"/> THURSDAY	<input type="checkbox"/> WEEKENDS
<input type="checkbox"/> 6 HRS PER DAY	<input type="checkbox"/> FRIDAY	<input type="checkbox"/> ANYTIME
<input type="checkbox"/> 7 HRS PER DAY	<input type="checkbox"/> SATURDAY	
<input type="checkbox"/> 8 HRS PER DAY	<input type="checkbox"/> SUNDAY	<input type="checkbox"/> SUBSTITUTE

**GEOGRAPHIC AREA YOU WISH TO WORK:**

- SOUTH TILLAMOOK COUNTY
- NORTH TILLAMOOK COUNTY

IF THERE ARE ANY RESTRICTIONS YOU WISH TO PLACE ON YOUR AVAILABILITY, PLEASE LIST THEM BELOW. (For example, you are willing to drive around Pacific City, but not to Cloverdale or Lincoln City):

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PLEASE CONTACT ME ABOUT VOLUNTEERING IN WAYS OTHER THAN DRIVING (telephone calls, presentations, etc.)  YES  NO

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**PERSONAL REFERENCES** (non-relatives only please)

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_ YEARS KNOWN: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_ YEARS KNOWN: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_ YEARS KNOWN: \_\_\_\_\_

\*\* Return completed application by mail or in person to: Tillamook County Transportation District  
 ATTN: Personnel  
 PO Box 188  
 3600 3<sup>rd</sup> St., Suite A  
 Tillamook, OR 97141-0188