**COCAA**  
Job Description

**Position:** COTS Driver  
**FSLA:** Non-Exempt

**Department:** Central Oklahoma Transit System  
**Pay Range:**

**Revised:** September 13, 2010  
**ED approved:**

**JOB SUMMARY**

The Central Oklahoma Transit System (COTS) Driver is responsible for transporting clients in a safe and reasonable manner. Works under the supervision of Director of COTS. “Job descriptions may be modified based on COCAA needs and employees may be required to perform functions beyond those described below and employees are “at will employees” in that either party may terminate the employment relationship.

**ESSENTIAL DUTIES**

- Complete pre-trip inspections daily
- Complete all designated routes daily in a timely manner.
- Observe all rules and regulation of the road
- Wear seat belts at all times and drive with headlights on.
- Comply with COCAA Policy and Procedures
- Assist passengers in loading and unloading
- Attend job related training required by employer
- Comply with COTS Drug and Alcohol Policy and be part of the random drug and alcohol testing
- Turn paperwork in at the end of each day or the beginning of the following day (discretion of Program manager)
- Clean vehicles daily and wash no less than twice monthly
- Understand importance of reporting to work daily and on time
- When sick call supervisor as soon as possible in order for back up driver to be contacted
- Report to supervisor and document all unusual problems or incidents involving passengers
- Complete yearly certification of Standard First Aid and CPR
- No soliciting of any kind with passengers or clients on your vehicle
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

- High School Diploma or GED required
- Must be at least 21 years old.
- Satisfactory written and verbal communications skills.
- Good time management skills.
- Initiative, tact, diplomacy, and creativity required.
- Ability to work in a hectic and results oriented environment.
• Must possess a valid Oklahoma Drivers License; proof of valid insurance on any personal vehicle that will be used for COCAA business purposes, and possesses and maintains acceptable driving record.
• Insurable and bondable under the agency's current insurance plans.
• Ability to work with the public, various organizations, and vendors.
• Working knowledge of the occupational hazards and safety precautions of the work.

**Supervision Given:** None  
**Supervision Required:** Under the Supervision of the Director of COTS.

**WORKING CONDITIONS AND PHYSICAL HAZARDS**  
• Employee is required to work outside in both normal and abnormal weather.
• Employee must be able to physically perform functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.
• Some lifting is required usually up to at least 25 pounds, but may be required to lift up to 50 pounds on occasion.
• May be exposed to irate clients, vendors, public and employees

**SPECIAL LICENSES AND CERTIFICATIONS DESIRED**  
None

I have read and understand the above job description. I am able to perform the essential functions of the job with or without reasonable accommodations.

Printed Name: ________________________ Date:___________________

Signature:_____________________________________________