

POSITION TITLE: Driver (CDL not required)

DEPARTMENT: Ottawa County Transportation Agency

SCHEDULE: Part-time, up to 30 hours per week
Working hours based on need

APPLICATION PROCEDURE: Obtain an application on the OCTA website at <http://www.octapublictransit.org/Resources/OCTAemployment.pdf> or pick up an application at the office. Please submit completed applications to:

Ottawa County Transportation Agency
275 N. Toussaint South Rd.
Oak Harbor, Ohio 43449
Attn: Laurie Cleaver

APPLICATION DEADLINE: Ongoing

JOB SUMMARY:

The Driver is responsible for the operation of OCTA's public transit vehicles and for the safe transportation of passengers to and from their destinations. Work includes completion of daily vehicle inspections, fueling, interior and exterior cleaning of vehicle, maintaining accurate trip records, assisting passengers as required, receiving and accounting for fares, radio communication and any other related duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma
- 21 years or older
- Valid Ohio Driver's License
- Obtain DOT physical and be fit for duty
- Safe and clean driving record
- Ability to lift, carry or move wheelchairs, including adults and children in a safe manner
- Ability to operate all equipment and perform all essential job functions in any vehicle assigned to drive
- Clear Criminal Background Investigation
- Negative Drug/Alcohol Tests

**** OCTA is a drug and alcohol free workplace. Applicants will be required to undergo drug and alcohol testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.**