

TRANSPORTER

4403

GENERAL DESCRIPTION OF CLASS

The TRANSPORTER operates various vehicles in transporting passengers or clients on official business and/or in delivering/picking up U.S. Mail and parcels, interagency and agency mail, parcels, and documents on scheduled daily trips throughout a city and/or between Oregon cities and towns.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

1. **Passenger Vehicle Operation.** Typical tasks: drives large passenger-carrying vehicle to transport State mail and passengers or clients on official business between Oregon cities or throughout a city on predetermined schedule, making several passenger stops; sorts, bundles, loads, and unloads mail each trip; keeps daily records of number of passengers transported, their destinations, and the amount of mail hauled daily; compiles daily reports into weekly reports; maintains order on the bus; performs emergency roadside repairs such as changing tires, putting on chains, using a jumper cable; ensures that vehicles are kept in mechanical and operational readiness by cleaning bus inside and out, maintaining service records, and scheduling vehicle for preventive maintenance servicing; responds to agency inquiries; answers telephone; keeps updated on road conditions and specific passenger needs.
2. **Mail Vehicle Operation.** Typical tasks: sorts, bundles, picks up, and delivers on a precise, daily schedule U.S. mail and parcels, interagency and agency mail, parcels and documents between Oregon cities and throughout a city; loads and unloads vehicle; hand delivers cargo to agency; maintains detailed records of deliveries and records special deliveries in receipt book; ensures that vehicles are kept in mechanical and operational readiness by maintaining cleanliness of vehicle, maintaining service records, and scheduling for preventive maintenance servicing; schedules vehicle maintenance; responds to agency inquiries relating to U.S. Postal Service Rules and Regulations and mail pickup and delivery times.

RELATIONSHIPS WITH OTHERS

Employees in this class are in regular contact in person with State employees being transported and with State and Federal employees in the pickup and delivery of the mail. Employees are in occasional contact with mechanics to maintain the bus.

SUPERVISION RECEIVED

Employees in this class receive general supervision from an agency superior. Work is reviewed daily by the supervisor to assure proper passenger transport and mail delivery and to discuss any problems incurred in transit. Employees must exercise independence in judgment and action in the safe operation of the vehicle and in direct dealings with passengers.

Employees use agency policy and procedure manuals, Oregon vehicle codes, and U.S. Postal Regulations for certified, registered, and insured mail in the performance of their duties.

GENERAL INFORMATION

Positions are found in central and remote locations throughout State government (e.g., general government agencies, human or natural resource agencies, correctional, mental health, or higher education institutions, hospitals, etc.). They require the willingness to work within the environment associated with the position's location. They require the willingness to drive in inclement weather and under adverse road conditions.

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require the willingness to sit for prolonged periods of time. Some positions require the willingness to obtain CPR and first aid certificates. Some positions require the willingness to work with handicapped and/or developmentally disabled clients.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of Oregon motor vehicle codes.
 Basic knowledge of spoken and written English sufficient to understand instructions and regulations and communicate with passengers and keep logs.
 Basic knowledge of minor motor vehicle maintenance.

Skill in operating a motor vehicle.

Ability to operate a motor vehicle defensively under all types of weather and road conditions.

Ability to learn and apply U.S. Postal Regulations for certified, registered, and insured mail.

Ability to prepare detailed written records of work accomplished and transactions performed.

Ability to represent the department to all levels of governmental staff by providing information, responding to questions, and explaining regulations and requirements.

Ability to deal with passengers in a courteous manner.

Ability to follow a time table.

Ability to change tires, install chains and use jumper cables.

Ability to safely lift in excess of 50 pounds.

Ability to read and apply instructions and regulations.

Ability to operate vehicles under adverse road and weather conditions.

Ability to work effectively with other employees and public.

Ability to learn several routes in order to act as relief driver.

Ability to understand oral and written instructions

Ability to complete training courses such as CPR, First Aid, etc.

Ability to follow presort methods.

SPECIAL QUALIFICATIONS

Some positions in this class may require one or more of the following:

Ability to acquire a School Bus Drivers License issued by the Department of Education. This license requires a valid first aid card, a physical exam, a valid chauffeur's license or class 2 drivers license, and satisfactory completion of 10 hours of a core training class.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.