

Columbia County Transportation Authority

Resolution: CCTA-2005-05

Title: **New Employee Orientation**

Recitations:

WHEREAS, the Columbia County Board of commissioners resolved to develop a Columbia County Transportation Authority in Resolution # 2005-09 as authorized under RCW § 36.57.020 on Feb. 7, 2005 ;

WHEREAS the Columbia County Transportation Authority has, pursuant to RCW 36.57.080 acquired the funds and system of the existing transportation system previously run by the county;

IT IS HEREBY RESOLVED THAT:

The Columbia County Transportation Authority hereby adopts the New Employee Orientation, which is attached and incorporated herein as Exhibit A.

DATED this 7th day of March, 2005.


Chairperson

Attest:


Stephanie Guettinger, General Manager

NEW EMPLOYEE ORIENTATION

- ☐ Review of job description and duties/responsibilities
- ☐ Review of work site and location of tools, supplies, and equipment
- ☐ Review of confidentiality procedures and policies
- ☐ Review of agency ethical standards
- ☐ Review of agency policies and procedures including county employee handbook
- ☐ Review of salary, pay day, benefits, probation, and evaluations
- ☐ Review of resource guide and videos
- ☐ Review of drug and alcohol policy handbook
- ☐ Organizational review of agency
- ☐ Introduction to other staff
- ☐ Completion of all required paperwork

Other items may be reviewed or discussed as they pertain to the position.

Supervisor will initial each item as they are covered and new employee will sign and date after orientation has been completed.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

DRIVER ELIGIBILITY

1. Applicant must have an appropriate and valid Washington State driver's license.
2. Applicant must pass Washington State Criminal History check.
3. Applicant must pass DMV check, having no moving traffic violations or at-fault accidents within the past 3 years.
4. Applicant must pass pre-employment drug test and submit to random drug testing throughout employment as well as any drug tests that may be given for cause or as the result of an accident involving employee.
5. Applicant must obtain First-Aid/CPR card within first 60 days of employment.
6. No applicant will be refused work on the basis of race, color, sex, religion, national origin, creed, marital status or age.

updated 11/24/01

DRIVER TRAINING PROGRAM

1. New drivers will be fully briefed about our transportation program, the various reporting forms you are required to complete, vehicle operation and the geographical area.
2. Beginning driver will ride at least one full shift with an experienced driver to become familiar with the area and how the various vehicles operate.
3. Beginning drivers will be pre-instructed on maintenance of all forms and necessary records.
4. Beginning drivers will be briefed on equipment and use of equipment on the vehicle, including first aid kit, fire extinguisher, wheel chair lift, location of wheel chair tie downs and the proper way in strapping in a wheel chair using the four point system.
5. Beginning drivers will be briefed on passenger assistance techniques.
6. The supervisor of beginning driver will ride with the new driver for at least one half day to assist as needed.
7. Beginning drivers will complete the following training courses as soon after employment as possible.
 - a. Defensive Driver's Training Course
 - b. First Aid and CPR Training
 - c. Passenger Assistance Technique Course if ever offered in our area.
8. Drivers examinations and road testing will be conducted in compliance with state licensing procedures.
9. Drivers will be instructed on the necessity of maintaining a sensitivity to the needs of people using the service and appropriate interaction with all persons, including persons with disabilities, people of all sexual orientations, cultural and racial minorities, older persons as well as children.

PROCEDURES AND POLICIES

1. Any questions, problems or concerns about your position should be directed to the supervisor. If the supervisor is unavailable then any concerns should be directed to the County Commissioners if it is something that cannot wait until supervisor is available.
2. If any passenger refuses to comply with our policies, the driver should contact the supervisor immediately.
3. Drivers are to carry only authorized passengers.
4. Driving is responsible for collecting appropriate fares or passes from all passengers and recording amount collected on the trip sheet.
5. Driver must wear seatbelt and is responsible for seeing that all passengers are properly restrained. Passengers are responsible for supplying their own child safety seat in accordance with Washington State Law.
 - Children must be restrained according to the following steps:
 1. 1 year of age or under or weighing less than 20 pounds:
 - **A rear facing infant seat**
 2. Between 1 – 4 years or 20 – 40 pounds:
 - **A forward facing child seat**
 3. 4 years old and greater:
 - **A seatbelt**
6. Drivers shall not pick up any children unless they have been notified to do so by the parent or the guardian.
7. Drivers shall not drop off and leave any children unattended.
8. Driver is responsible for completing the driver check list at the start of and completion of each trip.
9. Driver is responsible for filling out the trip sheet, as well as any other paperwork completely and promptly.
10. Driver is responsible for turning into office immediately at end of shift, the pouch issued which should include the gas card, keys, fares collected, car wash card, handicap placard, cell phone and completed paperwork.
11. Drivers and passengers shall not smoke in any of the vehicles. Drivers shall not smoke in the presence of passengers outside of the vehicles.

12. Drivers shall not wear headphones.
13. Uniforms are not provided; however, all employees are expected to maintain a neat appearance.
14. All employees are required to attend departmental meetings and trainings as they are held.
15. Drivers are to remain at medical appointment with any persons transported out of town unless instructed to do otherwise.
16. CCPT vehicles are not to be used for personal business.
17. Security:
 - A. Vehicle should always be locked when unattended.
 - B. Our policy is to wait no more than 10 minutes for a passenger. Although passengers are supposed to be ready when we arrive, many times you may need to honk the horn. If this is ineffective, you should go to the door and ring the doorbell. Only after you have tried these steps and 10 minutes have passed, should you return to office or go on to the next destination.
 - C. Medical appointments are first priority. Make sure that these passengers are taken to their appointments on time.
 - D. Engines should remain running if it will be for just a few minutes loading and unloading passengers. The vehicle should be parked and keys removed when leaving the vicinity of the vehicle, especially while passengers are in the vehicle.

VEHICLE MAINTENANCE PROCEDURES

- All maintenance on vehicles is performed by Dayton Tractor and Machine, a local maintenance shop which is DOT certified. Ford of Walla Walla performs warranty work on our two newest vehicles.
- General service and safety inspections are done every 3,000 miles on all of the vehicles, and includes inspections of all of the wheel-chair lifts as well.
- All vehicles have tires rotated and inspected every 5,000 miles. Studded tires are mounted all the way around on all of the vehicles from November through March.
- If there is a performance issue with a vehicle, it is taken out of the fleet immediately and sent down for repair and not put back into service until repairs have been completed.
- All vehicles are equipped with first-aid kit, fire extinguishers, accident reporting forms, triangular warning devices, flashlights, sterile gloves and mouth-to-mouth barriers as well as with bodily fluid clean-up kits.