

9805

DRIVER 1

NATURE OF WORK

Under direct supervision, performs skilled entry level work driving an agency-owned automobile, ambulance, pick-up truck, utility van or other vehicle to transport employees, clients, patients, mail, supplies and/or equipment to a predetermined destination. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

There are three levels of Driver that are distinguished by the weight and wheelbase of the vehicle driven. The Driver 1 operates a vehicle of less than four tons GVW, the Driver 2 operates a vehicle between four and eight tons GVW and the Driver 3 operates a vehicle in excess of ten tons GVW and a wheelbase of 55' or more, or a specialized mobile unit approximately ten tons GVW with a 35' wheelbase.

ESSENTIAL JOB FUNCTIONS (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties that may be assigned.)

Operates an agency-owned vehicle of less than four tons GVW to transport individuals, mail, supplies and/or equipment.

Performs routine maintenance and repair of assigned vehicle.

Maintains mileage, maintenance and repair records for assigned vehicle.

Picks up supplies/equipment from vendors.

Sorts and/or bundles mail, supplies and/or equipment for distribution.

Stores equipment and/or supplies; fills requisitions for and maintains records of same.

May participate in on-the-job training for a larger vehicle.

May keep simple clerical records of work activities or vehicle usage.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of state motor vehicle laws and regulations.

Knowledge of principles and practices of defensive driving.

Ability to operate a standard transmission motor vehicle of less than four tons GVW.

Ability to perform routine maintenance and repair of assigned vehicle.

Ability to maintain simple vehicle and/or stock records.

Ability to add, subtract, multiply and divide.

Ability to follow simple oral and written instructions.

Ability to lift and carry weights up to 100 lbs.

MINIMUM QUALIFICATIONS

Training: No formal training necessary.

Special Requirements: 1) Must possess a valid commercial driver's license, with the appropriate classifications, endorsements, and restrictions, at the time of hire and must maintain such for duration of employment. 2) In the Division of Motor Vehicles only, must possess a valid driver's license. 3) Must have had a good driving record with no suspension or revocation of driver's license during the past seven years.

Established: 10/16/90

Revised: 12/1/91, 6/29/94, 6/14/12, 09/25/12

Effective: 6/14/12