

9806

DRIVER 2

NATURE OF WORK

Under general supervision with some latitude for the exercise of independent judgment, an employee in this class drives an agency-owned bus or truck between four and eight tons GVW to transport persons, supplies and/or equipment to a predetermined destination. Employee may be responsible for routine maintenance of vehicle and basic recordkeeping duties. Employee may receive on-the-job training in the operation of a larger vehicle. Performs related work as required.

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 between four and eight tons GVW to transport persons, equipment and/or supplies.

Performs routine maintenance and repair of assigned vehicle.

Loads and unloads supplies and/or equipment.

Maintains mileage, maintenance, repair and delivery records for assigned vehicle.

Picks up supplies and/or equipment from vendors.

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

Participates in on-the-job training for a larger vehicle.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of State motor vehicle laws and regulations.

Knowledge of principles and practices of defensive driving.

Ability to drive a motor vehicle between four and eight 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 education required.

Experience: The equivalent of two (2) years of full-time paid employment within the last eight (8) years in the operation of a bus, truck or other similar vehicle with a GVW of four tons or more.

Substitution: Completion of a formal course in truck driving of at least 1080 clock hours may be substituted for one year of the required driving experience.

Promotional Substitution: Two (2) years of experience as a Driver 1 which included on-the-job instruction in the operation of a motor vehicle with a GVW of four tons or more.

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) Must have had a good driving record with no suspension or revocation of driver's license during the past seven years.

3) Distant visual acuity of 20/40 or better, using both eyes, either with glasses or contact lenses and with no serious obvious visual defect as determined by a standard vision test administered by the West Virginia Department of Public Safety.

Established: 10/16/90

Revised: 6/29/94, 6/14/12

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