



Job Description Driver

Issue Date : 04/02/2014
Revision # : 2
Last Revised : 9/13/2016

Job Title: Driver Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
Human Resources Director	09/13/2016	Fleet Service Manager	09/13/2016	Human Resources Director	09/13/2016

Reports To: Fleet Service Manager

Supervisory Status: No

Description:

- This position will deliver and pick up buses and parts as determined by the Fleet Service Manager and Vehicle Management Officer.

Duties:

- Follow instructions given by the Vehicle Management Officer and Fleet Service Manager
- Follow Safety policies and work in a safe orderly manner
- Move Buses or vehicles to and from facility and off-site storage
- Test driving units prior to shipping
- Pick-up and delivery of units to customers
- Assist with moving inventory in our yard
- Report any and all unsafe conditions to management.
- Drive safely, and obey all traffic laws.
- Maintain proper DMV license to drive buses, and maintain current medical card.
- Report any vehicle defects to management immediately.
- Report all accidents and incidents involving company equipment
- Positive, helpful demeanor when in contact with customers and vendors.
- Wash, and clean vehicles when asked.
- Complete paperwork as required, bus inspection forms, bus delivery documentation, and time sheets.
- Other duties as assigned.

Education/Experience Required:

- Must maintain a Commercial Drivers Licenses, Class B with air brake endorsement or higher
- Must meet or exceed the medical standards of the U.S. Dept. of Transportation

Physical Requirements:

- Must be able to sit and remain alert while driving for a long period of time
- Must have the ability to lift, push and pull a minimum of 50 lbs.
- Will be required to do frequent kneeling, stooping, squatting, crawling and climbing as needed to perform multiple tasks of position
- Must have good manual dexterity
- Must satisfactorily pass a drug test
- Must satisfactorily pass an alcohol test

I have read this job description and understand that the duties and responsibilities set forth may be subject to change by management at any time.

X _____
Candidate's Signature Date

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