



### Job Description

Issue Date : 09/20/2012  
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**Job Title:** **Driver**

**Full Time Non-Exempt Position**

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Director	09/20/2012	Operations Manager	09/20/2012	HR Director	09/20/2012

**Reports To:** Operations Manager

**Supervisory Status:** No

**Description:**

- This position will deliver and pick up buses and parts as determined by the Assistant Service Manager.

**Duties:**

- Follow instructions given by shop foreman, and management.
- Follow Safety policies and work in a safe orderly manner.
- 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.
- 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:**

- Commercial Drivers Licenses

**End of Document**