



Job Description On Call

Issue Date : 08/20/2015
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Last Revised : n/a

Job Title: On Call Part-Time Driver

Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Assistant	08/20/2015	Service Manager	08/20/2015	HR Director	08/20/2015

Reports To: Service Manager

Supervisory Status: No

Description:

- This position will deliver and pick up buses, parts and supplies on an on-call basis, as determined by the 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

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