

DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work involving responsibility for the safe and efficient transportation of either passengers or materials. Work is performed in accordance with the rules and regulations of the department as well as all Motor Vehicle and Traffic Laws to ensure safe operation of the vehicle, and of any passengers. The incumbent of this position may be required to operate several different types of motor vehicle, including passenger car, van, small truck, minivan or minibus. Work is performed under general supervision. Supervision of others is not a requirement of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

When Assigned to Office for Senior Resources Programs, may be assigned to:

- Operate an automobile, van or minibus on a regular schedule or on special occasions;
- Transport clients at regularly scheduled times to and from their homes to a variety of nutrition sites, shopping sites, department stores, banks and pharmacies while assisting them into and out of the vehicle, as well as assisting clients in the proper use of seatbelts;
- Transport hot meals to clients that are homebound;
- Transport frozen meals and paper goods to nutrition sites;
- Transport clients to and from special events (ie., annual Senior Citizen Picnic, Harvest Jamboree, Thanksgiving and Christmas parties);
- Operate two-way radio to report possible emergencies;
- Check operating condition of the vehicle as well as fuel, oil and tires before starting on a trip;
- Report any vehicle operational defect immediately to Supervisor;
- Keep interior and exterior of vehicle clean and neat;
- Maintain daily records of clients, mileage, routes, times and incidents;
- Maintain inventories of paper goods and frozen foods at nutrition sites;
- Properly package frozen meals;
- Prepare and maintain maps of routes and pick-up routes;
- Train new and/or substitute drivers;
- Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

When Assigned to Passenger Transport, may be assigned to:

- Operate an automobile or van on a regular schedule or on special occasions;
- Check operating condition of the automobile before starting on a trip;
- Report any operational defect to immediate superior;

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Keep interior and exterior of vehicle clean and neat;
Operate a station wagon or other similar vehicle;
Perform minor maintenance tasks on the vehicle;
Maintain records of mileage, routes, times and incidents;
Prepare and maintain maps of routes and pick-up routes;
Performs a variety of related activities as required.

When Assigned to Transport or Delivery, may be assigned to:

Operate a one-ton or smaller truck or van to transport goods, equipment, supplies or records to various sites;
Receive goods, equipment, supplies or records at central warehouse, stockroom, offices, mailroom, print shop, etc;
Check the operating condition of the vehicle before starting on a trip and reports any mechanical defects, and all minor or major accidents to immediate supervisor;
Load and unload vehicle with goods, equipment, supplies or records;
Keep records of delivery schedules and procedures;
Perform minor maintenance tasks and cleans vehicles when necessary;
Run various errands for department;
Assist with related tasks of a physical nature;
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of driving safety practices and traffic laws, and regulations; demonstrated skill in operating a van or passenger vehicle; ability to operate a van, minibus or passenger vehicle under difficult driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; mechanical aptitude; mental alertness; dependability.

MINIMUM QUALIFICATIONS:

Possession and maintenance of a current appropriate valid Motor Vehicle Operator's license issued by the New York State Department of Motor Vehicles.

SPECIAL REQUIREMENTS:

1. Class of license must be appropriate to class of vehicle being operated and the job assignment:
 - a. CDL: Drivers who operate vans, mini-buses (by law, any vehicle weighing less than 26,000 pounds with a seating capacity of more than fifteen (15) passengers in addition to the driver requires a CDL).
 - b. Non-CDL: Drivers who operate cars, small trucks, or vans not used to transport people (by law, any vehicle weighing less than 26,000 pounds with a seating capacity of less than fifteen (15) passengers in addition to the driver does not require a CDL).
2. Any incumbent who is required to possess a CDL must also meet all qualifications as stated in NYS Vehicle & Traffic Law, Article 19.

8/81; 8/94; 9/97; 9/06; 5/09; 5/14

Non-Competitive Class
County Only: CDL=Gr 7; Non-CDL=Gr 3