

HEAD DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work involving responsibility for leading and participating in 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. Additionally, the work of this position entails cooperating with program directors to ensure all transportation needs are met, as well as scheduling drivers and substitutes to ensure full coverage of all shifts and special events transportation. Work is performed under general supervision, with leeway allowed for the exercise of independent judgment in carrying out the duties of the position. Some supervision is exercised over other drivers in the assigned transportation program, however the incumbent participates fully in the work. Related work performed as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists program directors and coordinators with scheduling transportation and drivers for regular routes and transportation needs, as well as transportation for special events;
Assists program directors and coordinators with planning routes when necessary;
Assists with scheduling of substitute drivers, and acts as substitute driver when necessary;
Oversees drivers' check of operating condition of vehicles as well as fuel, oil and tires before driving;
Receives reports of any vehicle operational defect and takes necessary action;
Oversees and coordinates ongoing maintenance and service for vehicles used by assigned program;
Operates two-way radio on a regular basis for ongoing communication and coordination purposes;
Acts as liaison between program directors and drivers to communicate and follow up on orders and information;
Schedules ongoing safety programs, oversees driver attendance at safety programs, and serves on any Safety Committee convened;
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 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;

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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);
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.

When Assigned to Passenger Transport, may be assigned to:

Operate an automobile or van on a regular schedule or for special occasions;
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;
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 communicate ideas clearly and effectively; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships; mechanical aptitude; mental alertness; dependability.

MINIMUM QUALIFICATIONS:

Possession and maintenance of a current appropriate valid CDL Motor Vehicle Operator's license issued by the New York State Department of Motor Vehicles, and one (1) year of experience operating a van or passenger vehicle.

NOTE: Any incumbent required to possess a CDL must also meet all qualifications as stated in NYS Vehicle & Traffic Law, Article 19.