GENERAL DESCRIPTION

Performs highly complex (senior-level) motor vehicle operations work. Work involves operating motor vehicles used in the transport of passengers or cargo and performing vehicle maintenance. May provide guidance to others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Operates motor vehicles such as automobiles, vans, trucks, and buses to pick up and transport passengers and various types of cargo.

Coordinates and ensures the safe loading, unloading, and delivery of passengers and cargo.

Determines the most practical route to be traveled, considering the safety, economy, and load limits of roads, highways, and bridges.

Performs minor vehicle maintenance, makes minor repairs, and fuels vehicles.

Prepares records and logs pertaining to vehicle operation; ensures the required documentation is accurate and complete.

Conducts safety checks of vehicles and cargo before departure and at regular intervals in transit.

Maintains a record of mileage and other pertinent information and submits a trip report after each trip.

Conducts vehicle operation and safety training.

May operate vehicle power lift gates, manual hydraulic forklifts, and dollies.

May provide guidance to others.

Performs related work as assigned.
GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in the operation of motor vehicles on a commercial basis. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of motor vehicle operations, of passenger and cargo loading and unloading methods, of traffic rules and regulations, of Federal Motor Carrier Safety regulations, and of maintenance of motor vehicles.

Skill in operating motor vehicles.

Ability to obey traffic laws, to follow practices in loading and unloading cargo, to prepare accurate records, to communicate effectively, and to provide guidance to others.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must possess a valid driver’s license and may require a valid commercial driver’s license.