

VAN DRIVER – NON-CDL

479-B

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for the safe and economical operation and care of a motor vehicle providing a seating capacity of not more than fourteen (14) passengers, in addition to the driver. The vehicle is used for the purpose of transporting supplies and materials or in performing various errands essential to the operation of an office or agency. Van drivers will ordinarily operate vehicles with a seating capacity of not more than fourteen (14) passengers, but may also be assigned to operate standard passenger cars. Work is generally performed in an independent manner, with specific assignments being received by a superior.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Operates a van or motor vehicle delivering supplies and/or materials;

May deliver messages, supplies and meals to various County sites and to the homebound;

Checks the operating condition of the van before starting a trip;

Reports any operating defect to immediate superior and/or takes appropriate measures

arranged for vehicle maintenance or repair;

Keeps interior and exterior of vehicle clean and neat;

May be required to perform minor maintenance tasks on vehicles;

Maintains records of mileage, routes, times and incidents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a van under difficult driving and road conditions; ability to make minor repairs to a vehicle and to recognize the need for vehicle maintenance or repair; ability to understand simple oral and written directions; ability to get along well with people; patience; courtesy; and dependability.

MINIMUM QUALIFICATIONS: Possession of a valid appropriate class Motor Vehicle Operator's License at time of appointment and must be maintained during employment.