



Vehicle Driver

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
VEHICLE DRIVER I	9323	A12	\$33,840 - \$49,798
VEHICLE DRIVER II	9324	A14	\$37,144 - \$55,134
VEHICLE DRIVER III	9325	A16	\$40,918 - \$61,130
VEHICLE DRIVER IV	9326	A18	\$45,521 - \$71,055
VEHICLE DRIVER V	9327	A20	\$51,158 - \$81,351

GENERAL DESCRIPTION

Performs motor vehicle operations work involving transporting passengers or cargo and performing minor vehicle maintenance.

DISTINGUISHING CHARACTERISTICS

The Vehicle Driver job classification series should be primarily used for positions that do not require a commercial driver license (CDL) and typically involve operating standard light-duty vehicles (e.g., light delivery vans, sedans, and minivans) for deliveries, mail transport, and general in-agency support functions. Exceptions at the higher levels may include driving lighter passenger transport vehicles that may require a CDL.

In contrast, the Commercial Driver job classification series is intended for employees who have a CDL and operate large and heavy vehicles, such as tractor-trailers, heavy box trucks, and buses. These positions are responsible for the safe transport of cargo and/or passengers over various distances and may involve hazardous materials, oversized loads, or emergency response duties.

EXAMPLES OF WORK PERFORMED

Operates motor vehicles such as automobiles, vans, and trucks.

Prepares and maintains records and logs related to vehicle operations and ensures that all required documentation is accurate and complete.

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

Ensures that vehicle passenger and cargo capacity is not exceeded.

Ensures the safe and secure storage of cargo and reviews and verifies inventory and shipping documents.

Performs and instructs passengers on emergency evacuation procedures.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.

Note: *Factors that may distinguish between journey and senior levels include the degree of independence in performing the work, the complexity of the work, the scope of responsibility, and the employee's related work experience. Other factors may include the type and capacity of vehicles operated, the weight or type of cargo transported, and the type of driver's license required.*

Employees at the journey level may independently perform the full range of work identified and may occasionally assist others in performing work of greater complexity.

VEHICLE DRIVER I: Performs routine (journey-level) motor vehicle operations work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

VEHICLE DRIVER II: Performs complex (journey-level) motor vehicle operations work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may monitor the safe loading and unloading of passengers and cargo.

Note: *Senior-level employees (levels III-V) may perform the full range of work identified in the preceding levels and may serve as a lead worker; however, lead responsibilities within this job classification series will be typically be found at levels IV and V, depending on the structure and size of the workgroup.*

VEHICLE DRIVER III Performs highly complex (senior-level) motor vehicle operations work. May provide guidance to others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Determine the most practical route to be traveled.
- Conduct safety checks of vehicles and cargo before departure and at regular intervals in transit.
- Conduct training on vehicle operations and safety.

VEHICLE DRIVER IV Performs advanced (senior-level) motor vehicle operations work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may report delays, accidents, or other traffic and transportation situations to dispatchers.

VEHICLE DRIVER V: Performs highly advanced (senior-level) motor vehicle operations work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Coordinate vehicle schedules, routes, and assignments to optimize efficiency and ensure timely arrivals.
- Perform routine vehicle inspections, report maintenance needs, and schedule servicing to ensure safe operation.
- Participate in the development of transportation policies and operational procedures for fleet operations, vehicle use, and safety standards.
- Report vehicle-related incidents, traffic delays, and mechanical failures to supervisors or dispatchers.

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

For all levels

- Knowledge of motor vehicle operations, passenger and cargo loading and unloading methods, traffic rules and regulations, and maintenance of motor vehicles.
- Skill in operating motor vehicles.
- Ability to obey traffic laws, to follow schedules and instructions in operating vehicles, to follow guidelines for loading and unloading cargo, and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

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