



Vehicle Driver I

Salary Group: A08

Class Code: 9322

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
VEHICLE DRIVER I	9322	A08	\$22,705 - \$33,229
VEHICLE DRIVER II	9323	A10	\$24,910 - \$36,571
VEHICLE DRIVER III	9324	A12	\$27,840 - \$43,798

GENERAL DESCRIPTION

Performs routine (journey-level) motor vehicle operations work. Work involves operating motor vehicles used to transport passengers or cargo and performing vehicle maintenance. Works under moderate supervision, with limited 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.

Prepares and maintains records and logs related to vehicle operations; ensures the 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, passengers use safety restraints, and cargo is distributed to reduce maximum axle loading.

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

Assists in the safe loading and unloading of passengers and cargo.

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

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, and of the maintenance of motor vehicles.

Skill in operating motor vehicles.

Ability to obey traffic laws, to follow schedules and instructions in operating vehicles, to follow practices in 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.