

Automotive Driver

Job Code
3412N3

Job Title
Automotive Driver

Pay Grade
13

CONCEPT:

Operation of light motor vehicles to transport passengers and/or cargo in a safe, efficient and timely fashion. The work may involve assisting passengers, loading and unloading of packages or other materials to deliver, record-keeping, and light maintenance of vehicles used. Work is reviewed by records and results.

TASKS:

- Operates a light vehicle such as a passenger car, van, pickup or panel truck to pick up and deliver passengers, supplies, produce, mail, or some combination of these.
- Load, sort, and arrange materials in vehicle so that they can be transported in a safe manner.
- Maintains records related to mileage, deliveries made, maintenance of vehicle, and makes reports as required.
- Washes and cleans vehicles; lubricates, maintains gasoline, and all fluid levels; may perform minor repairs.
- May communicate with dispatching agency by two-way radio, may operate hydraulic lift; may perform basic clean-up.

Minimum Requirements:

Valid driver's license.

REF: 12/13