

VAN DRIVER

DEFINITION

To operate a light vehicle to transport clients to and from designated locations within the county.

DISTINGUISHING CHARACTERISTICS

This classification is primarily responsible for the transportation of clients receiving health or social services. Other assignments are generally limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher-level employees.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and instruction from program supervisor.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Operates and drives a light motor vehicle to pick up and deliver clients and children to a designated location with the County.

Follows time and transportation schedules to ensure clients are able to meet their scheduled appointments.

May pick up and deliver paperwork, equipment, materials, and supplies at various locations as assigned.

May use assigned vehicle to move clients' belongings from one location to another as directed.

Checks the gas, oil, and tires of assigned vehicle regularly to ensure safety and good mechanical condition.

Cleans, washes, and polishes vehicle periodically as assigned.

Submits accurate records and reports in a timely manner as required.

Assists with clerical/office tasks as required, including but not limited to answering the telephone, opening and closing buildings, maintaining office cleanliness, etc.

May assist with program preparation and implementation as requested.

Van Driver
Rev.- 12/20/05
Rev.- 01/01/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08

Res. #2005-121
M.O. #8-1/04/06
M.O. #19b-1/4/07
M.O. #19b-1/4/07
M.O. #19b-1/4/07

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Safe driving practices.

Provisions of the California Motor Vehicle Code applicable to the operation of vehicles.

Streets, geography, and landmarks of Glenn County.

Basic preventive maintenance and requirements of automotive equipment.

First Aid.

Ability to:

Drive and operate a light vehicle safely and efficiently.

Read a road map.

Exercise good judgment in the operation of a passenger vehicle.

Maintain simple records.

Follow oral and written instructions.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience or training in the operation of a light van or bus in the transportation of passengers.

Training:

High school diploma or GED equivalent supplemented by training in the operation of motor vehicles in the transportation of passengers.

LICENSE OR CERTIFICATE:

Possession of or the ability to obtain a valid California driver license, Class C or B when required.

Classification Code:	9322601
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	9410
Pay Table:	CNTY
Range:	233