



CLASS SPECIFICATION

Class Title: Driver II
Department: County-wide
FLSA: Non-exempt

Class Code: 481
Eff. Date: 4/1/86
Grade: 10
Revised: 5/31/19

GENERAL PURPOSE

Under general supervision of the Senior Center Bureau Manager or other administrative supervisor, operates a multi-passenger bus or van transporting passengers within Davis County.

EXAMPLE OF DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

Drives a multi-passenger vehicle during normal and inclement weather conditions. Transports older adult county citizens to and from their home or other residence to various senior centers, activities, grocery shopping and medical appointments.

Supports and assists passengers, including passengers with mental and physical disabilities, in a safe manner with getting into and out of the vehicle as needed. Lifts and carries grocery bags and other personal items for passengers. Folds, lifts and loads/unloads wheelchairs, walkers, and other passenger devices into and out of vehicle.

Ensures passengers are securely seat belted, wheelchairs are locked and all items are stored safely before the vehicle is in motion.

Maintains appropriate temperature and cleanliness within the vehicle. Completes daily pre-trip inspections on assigned vehicle; cleans and fuels van and/or bus. Oversees the preventative/general maintenance and other repairs on assigned vehicles; notifies supervisor of damage, needed repairs or servicing.

Creates and maintains transport records in the UDOT PTT and Ride Pilot software database.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned; other duties may include assisting in the senior centers at meal time, including meal clean up, assisting with activities, events, answering phones, assisting patrons, etc.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

High school graduation (or equivalent).

Preference for experience driving a multi-passenger vehicle or bus transporting passengers.

2. **Special Requirements:**

Must be at least 21 years old.

Must pass a criminal history background investigation.

Must possess or obtain immediately upon hiring, a valid Utah Class A, B, or C Commercial Driver License, and must also possess or obtain a passenger endorsement.

Must possess or obtain immediately upon hiring, a valid DOT medical card.

Must have a clean driving record with no more than two (2) moving violations within the last three (3) years.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. **Knowledge, Skills and Abilities:**

Knowledge of: vehicle operation and driving regulations; driver safety and maintenance regulations and policies; state and federal laws regarding specialized public transportation; basic knowledge of vehicle preventive maintenance procedures.

Skill in: operating a motor vehicle in a safe manner.

Ability to: use applicable computer hardware and software applications, general office equipment including telephone, multi-function copier/scan/fax machine, and calculator; operate a multi-passenger vehicle in a safe and efficient manner, including making decisions regarding safe operation and precautionary measures of a vehicle in adverse weather conditions.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



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Approval Information

Date: 05/31/2019

Department Approval: Debbie Draper

HR Generalist Approval: Hollie McKinney

Classification Approval: Marina Brito