



CLASSIFICATION	3
RANGE	11.63-17.45
FLSA	NON-EXEMPT

## Van Driver- Part Time

### Job Summary: *(General summary/objective)*

The Van Driver is responsible for the transport of senior citizens and passengers with disabilities to various local and out of town destinations.

### Key Responsibilities/Essential Functions:

- Responsible for adhering to all traffic laws and regulations to help ensure safe transport of passengers.
- Prepares, coordinates and monitors the van schedule to conform to monthly program schedules.
- Assists passengers on and off the vehicle; carries personal items; crosses the street; and ensures safe entry of passengers into a building, when necessary.
- Performs daily safety and preventive maintenance checks on vehicles, including: fluid levels, and interior/exterior cleaning.
- Takes vehicle in for repairs and maintenance as needed.
- Documents and logs daily information, such as: beginning/ending mileage, passenger information, and other relevant information.
- Prepares monthly reports from daily records.
- Deposits monetary donations at the Treasurer's office.
- Establishes effective and positive relationships with passengers, department personnel and the general public.
- Performs other related duties as assigned.

### Job Requirements:

- Must be at least 21 years of age.
- High School Diploma or GED equivalent required.
- 2 years of multi-passenger van and/or bus driving experience preferred.
- Some bookkeeping or clerical experience desirable.
- Must possess CPR certification.
- Ability to operate van under all types of driving and weather conditions.
- Must possess a valid VA driver's license with completion of a safe/defensive driving course.
- Must maintain a good driving record and not have been convicted of, pleaded guilty to, entered a plea of nolo contendere to or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol, or use, possession, manufacture, or sale of controlled substances or drug paraphernalia within the past five (5) years.
- Must not have been convicted of, pleaded guilty to, entered a plea of nolo contendere to, or received judicial diversion for any felony charges or to any violation of any federal or state laws relating to force, violence, theft, dishonesty, gambling or sex related crimes.
- Ability to apply safe and lawful driving practices.

- Knowledge of multi-passenger vehicle operation and maintenance preferred.
- Must have excellent oral and written communication skills.
- For safety reasons this position is subject to and must pass a pre-employment medical physical; pre-employment drug and alcohol screening and will follow the provisions of the County's drug and alcohol policy.

**Physical Demands/Special Work Environment:**

- Worker must be able to remain at work station in a stationary position for up to 50% of the time.
- The person in this position constantly moves or traverses uneven terrain, and wet, snow or ice covered walkways.
- Constantly operates and inspects multi-passenger vehicles.
- Substantial movements (motions) of the wrists, hands, and/or fingers.
- Constantly ascends/descends steps or staircases.
- Constantly positions themselves at, below, or above ground level to perform vehicle inspection.
- The person in this position frequently communicates and exchanges information with colleagues, passengers, general public, to give and receive detailed instructions. Must be able to exchange accurate information in these situations.
- Requires accurate use and precise perception and judgement for the safe operation of motor vehicles; activities for the safety of passengers, staff and the general public; and the general observation of surroundings.
- Frequently moves equipment and parcels weighing up to 50 pounds across all types of terrain and obstacles.
- Constantly works in outside environmental conditions, extreme cold, extreme heat, hazards and atmospheric conditions.

**Reports to:** Recreation Programs Coordinator

**Supervisory Responsibility:** None

Botetourt County provides equal employment opportunities to all employees and applicants.

*Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date