

VAN DRIVER

This position requires skilled work involving the operation of a motor vehicle. Work involves transporting passengers, including individuals with various disabilities, along specified routes, as well as making deliveries to designated sites within Schuylkill County. Work is performed under the supervision of an administrative superior. Assignments are routine in nature and are carried out in accordance with established work instructions and applicable motor vehicle laws and regulations.

Job Duties:

Transports and assists passengers according to specified routes or assignments according to established time schedules.

Maintains a driver's log of arrival and departure times and other necessary information for the scheduled runs; may collect fares from passengers and record fees.

Performs multiple vehicle inspections to insure the safe operation of the vehicle and completes the appropriate forms.

Complies with all traffic regulations and enforces safety rules while operating vehicle, as well as when loading and unloading passengers.

Performs related work as required.

Required Knowledge, Skills, and Abilities:

Knowledge of traffic regulations, laws, and procedures applicable to the safe operation of a motor vehicle.

Skill in operating a motor vehicle.

Ability to think, reason, and act quickly to cope with various traffic situations.

Ability to understand and follow oral and written instructions.

Ability to deal effectively and courteously with the general public and associates.

Must be reliable and punctual while strictly adhering to schedules

Must be able to efficiently and safely handle any assigned vehicle

Thorough knowledge of roadways, local traffic patterns, potential hazards, and alternate routing that would permit the safe and timely operation of a vehicle

Must be customer friendly, courteous, and be able to maintain a professional rapport with all passengers.

Education Requirements:

Education equivalent to High School Diploma.

Special Requirements:

Possession of a valid Pennsylvania driver's license. Full time Van Drivers will be required to possess and/or obtain a Pennsylvania Commercial Driver's License (CDL) with the appropriate endorsements as determined by the employer in a time period determined by the employer. Must attend school bus training to obtain a Class 4 license.

All drivers considered for employment must be 25 years of age; (5) years US driving with (2) years as Class C license and present a motor vehicle record that is acceptable under NIIC qualification standards.