



## City of Irving Job Description

### Van Driver

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Parks & Recreation
<b>Job Code:</b>	P775	<b>Reports To (Job Title):</b>	Recreation Center Supervisor

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#### **PURPOSE**

To provide safe, reliable and courteous transportation service to customers (primarily senior citizens and staff) to and from their residence to the Heritage Senior Center and outside activities and special events. To assist with pickup and delivery of supplies and distribution of marketing publications.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Operate assigned vehicle(s), 22-passenger bus & 15-passenger van, in a safe and courteous manner.
- Assist passengers, including the handicapped, in and out of the vehicle.
- Operate ramps, lifts and securement devices as needed.
- Read and interpret maps and driving directions, planning the most efficient route for customers.
- Keep the assigned vehicle(s) clean inside and outside.
- Report any issues with the vehicles' maintenance.
- Maintain accurate, up-to-date records on trip sheets, customer transportation forms, vehicle maintenance, fuel purchases, reports on incidents, accidents, and vehicle condition, as well as other records.
- Perform minor maintenance tasks on assigned vehicle(s) as required.
- Fuel the assigned vehicle(s).
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Assist with transportation needs in the event of a disaster or special requests from City Hall.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

#### **FINANCIAL / BUDGETARY RESPONSIBILITY**

This position utilizes a fuel card for the fleet yard.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Formal or informal education and training which ensures the ability to read and write at a level necessary for successful job performance.

### **EXPERIENCE**

- Six (6) months of related experienced required
- One (1) year of related experience, including some transporting senior citizens, is preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid Texas driver's license for transportation with a 15-passenger van, as well as a bus-CDL class B with a passenger endorsement required.

### **KNOWLEDGE OF**

- Local Geography: City streets and roadways.
- Traffic Safety: Basic traffic safety laws.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Special Needs: An appreciation for the special needs of the senior and/or handicapped population, and how to take those needs into account when providing them with services.
- First Aid: Principles, processes, and techniques of diagnosing and rendering aid.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.

### **SKILLS AND ABILITIES IN**

- Mechanical/Technical Agility: Safely operating diverse equipment with precision, including driving large vehicles with passengers while maneuvering carefully in all conditions.
- Problem Sensitivity / Sound-Based Detection: Telling when something is wrong or is likely to go wrong, which includes paying attention to details regarding a vehicle's state.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Self-Management: Working well independently and without supervision.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpret documents.

## **GUIDANCE RECEIVED**

### **On-going Instructions and Range of Procedures**

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

## **CONTACTS**

This employee deals with the public daily, especially standing members of the HSC. S/he interacts with the City's maintenance team and maintenance vendors. During events, s/he interacts with community groups.

## **EQUIPMENT AND PROPERTY**

The employee operates City vehicles, a 15 passenger van and 22-passenger bus, and regularly visits fuel stations. Additionally, s/he utilizes office machines: copier, fax machine, computer and software.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to drive a vehicle, listen, sit, see, and/or talk. Frequently, s/he is required to carry, lift up to 50 pounds, push, pull, reach, stand, stoop, balance and/or walk.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee occasionally is exposed to extreme vibration, confining work space, moving mechanical parts, and/or communicable diseases. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.