

CHAUFFEUR

DISTINGUISHING FEATURES OF THE CLASS: This is work involving skilled light motor vehicle operation, other than vehicles classified as buses. The work is of a routine nature primarily in the transportation of patients and clients, but may also include the transportation of visitors and other personnel, and in the collection and delivery of messages supplies and other materials. Supervision is received from an employee of higher rank. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates light motor vehicles in the transportation of patients, clients, visitors and other personnel, and in the collection and delivery of messages, supplies and other materials;
Washes and cleans motor vehicles;
Fuels, lubricates, changes oil and tires and performs minor services for the safe and economical operation of the motor vehicles;
Keeps simple records regarding motor vehicle operations;
May transport/ escort patients and/or clients within a facility or between facilities;
May assist as a groundsman or cleaner or perform routine clerical duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation and care of light motor vehicles and some knowledge of their routine maintenance; ability to drive safely and skillfully; ability to follow simple oral and written directions.

MINIMUM QUALIFICATIONS: Three (3) years of motor vehicle driving experience business related or personal- and possession of a good driving record.

NOTE: Months in which no driving occurred will not be credited toward the above three (3) year requirement and all driving experience must be noted on the application or supplement thereto.

SPECIAL REQUIREMENT: Possession of a valid motor vehicle license.