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Motor Vehicle Operator 07

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I. INTRODUCTION

This position is located in the motor pool for an operating unit or installation of the Department of Commerce.

This position provides for the transporting of passengers and cargo in light trucks, minivans, automobiles, and passenger busses. Drivers also perform operator maintenance (e.g., monitoring fluid levels, replacing air filters and interior lights, checking tire pressure and hose connection, etc.)

II. MAJOR DUTIES AND RESPONSIBILITIES

This position operates one or more motor vehicles with gross vehicle weight of between 26,000 pounds and 32,000 pounds. (Passenger busses are operated regardless of gross vehicle weight.) Vehicles are driven through all types of terrain ranging from open highways to rough terrain, including in close quarters and in heavy traffic, on both long and short hauls. Vehicles are operated primarily in the metropolitan area and occasionally on long distance trips. Driver may operate a forklift truck to assist in loading and unloading of the vehicle.

III. FACTOR LEVELS

Factor 1.- Skill and Knowledge

Driver must make difficult judgements concerning loading and arranging cargo. Vehicles driven are often susceptible to sliding and tipping and are difficult to maneuver. Applies good spatial perception to judge overhead and side clearances of the vehicle, turning radius, braking distances, and safe distance from other vehicles. Must know how to determine the shortest and safest route, taking into account road conditions, traffic patterns, and vehicle capabilities. Must be knowledgeable of safety rules and regulations. Has thorough knowledge of safe operating practices for moving vehicles and the accident reporting system. Must have knowledge of safe braking distances because of the weight and size of the busses operated and the added weight and safety concerns of and for the passengers transported. Driver must also know when mechanical or operational problems indicate that the bus is unsafe to drive. Must know how to perform minor maintenance tasks in connections with performing such duties as checking and maintaining fluid

levels and checking and changing tires, if necessary. Driver must have a valid state chauffeur's license or driver's license.

Factor 2.- Responsibility

Driver follows orders of dispatcher or supervisor indicating purpose of trip and destination. Keeps supervisor/dispatcher informed on the status of assignments and problems encountered. Work is reviewed in terms of the incumbent's ability to complete assignments in a timely, efficient, and safe manner. Occasionally determines route to be followed, taking into account special factors such as traffic, weight limitations, highway restrictions, and alternate bypass routes. Driver is responsible for comfort and safety of passengers; in these larger vehicles, there is more demand for expert judgment in making wide turns, braking, and backing of the vehicle in a competent and safe manner--often in constricted locations, difficult traffic, and under tight time

schedules. Driver is responsible for overseeing and assisting in loading and unloading the vehicle in the most efficient and safe manner possible.

Factor 3.- Physical Effort

Light physical effort in bending, reaching, and turning to operate pedals and controls. Moderate to heavy physical effort in handling objects weighing up to 70 pounds. Moderate physical effort in making couplings between vehicle and items towed and in operating, turning, and controlling vehicles with heavy loads of passengers. Considerable physical effort in changing tires and making limited emergency repairs.

Factor 4.- Working Conditions:

Operator works inside and outside and may be exposed to bad weather conditions while loading vehicles; is exposed to weather and other hazardous road conditions. Drives in all types of traffic and road conditions.

THIS POSITION IS NON-EXEMPT UNDER THE FLSA

IV. UNIQUE REQUIREMENTS

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