

VETERAN'S SERVICE DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This is manual work involving the operation of a car, van or bus in the transportation of veterans to treatment facilities and veteran events. The work is performed according to general instructions with considerable leeway allowed in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Operates various motor vehicles which may include a car, van or bus according to an assigned dispatch list;

Observes all applicable state and local traffic laws and policies of medical facility destinations;

Helps passengers board and disembark from the vehicles;

Ensures only eligible passengers are embarked and assures accountability for passengers' safe delivery and return;

Checks the operating condition of the vehicle before starting on a trip and re-fuels vehicles as needed;

Performs snow or ice removal on assigned vehicles;

Reports any operating defects, repair needs or maintenance needs to immediate supervisor;

Keeps interior of vehicle neat and clean and enforces smoking and food/drink policies;

Maintains records of mileage, route, times and incidents;

Maintains a safe, orderly and respectful environment for all riders and advises supervisor immediately of any problems with passenger behavior or complaints;

Maintains simple records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a vehicle under difficult driving and road conditions; ability to understand and follow simple oral and written instructions; ability to demonstrate a friendly and customer service oriented demeanor; ability to demonstrate a mature and dependable nature at all times; ability to keep calm in emergencies; mechanical aptitude; mental alertness.

MINIMUM QUALIFICATIONS: Possession of a valid New York State Driver's License appropriate for the class of the vehicle being operated.

Special Requirement: Within one year, while employed at the Ulster County Veterans Service Agency, the incumbent is required to operate the 20-passenger mini-bus. The incumbent must obtain a valid New York State Commercial Driver's License (CDL), Class C or higher with a passenger "P" endorsement. The incumbent must also pass the DOT medical exam to retain the position. During employment, CDL and DOT physical requirements must be maintained.

Special Requirement: A candidate to this title must be a veteran as defined by 38 U.S. Code § 101, sections (2), (21), (22), (24) and (27). 38 U.S Code §101, section (2) defines a veteran as a person who served in the active military, naval, or air service, and who was discharged or released therefrom under honorable conditions.

ULSTER COUNTY
7500 VET SRV DR
Classification: Non-Competitive
Grade: 8
Union: CSEA

Adopted: June 19, 1979
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