**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **DRIVER**
Jurisdictional Class: Non-Competitive
Civil Division: Veteran's Service Agency, Public Health Department
Adoption: CSM   6/12/96
Revised: CSM   3/12/08; 11/12/08

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the safe and efficient operation of a car or van in transporting passengers on an assigned route. Incumbents must safely operate a car or van in accordance with all department and motor vehicle traffic laws. The work is performed under the supervision of a higher-ranking departmental employee in accordance with established policies and procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates a car or van in transporting passengers on a regular schedule;
Maps out efficient transportation routes;
Keeps records regarding vehicle operation including a daily mileage log;
Assists passengers when getting in and out of vehicle;
Instructs passengers about safety practices when entering and leaving van
May participate in disaster activities as trained and assigned;
Performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the geography of the area, and traffic laws, and regulations;
Ability to operate a car or van under all driving and road conditions;
Ability to understand and follow simple oral and written instructions;
Ability to get along well with passengers of all ages;
Willingness to perform routine manual tasks;
Dependability;
Courtesy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Applicant must be 21 years of age prior to appointment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid New York State operator's license appropriate for the vehicles operated.
If transporting children, a CDL Commercial Class C with passenger endorsement is required.