

POSITION DESCRIPTION

TITLE: Vehicle Operator

PERFORMANCE PROFILE SOURCE: Operator

DEPARTMENT: Operations

REPORTS TO: Director of Operations

Non-Exempt

PRIMARY FUNCTION:

Boys & Girls Club Vehicle Operator is responsible for safely operating a transit motor vehicle. The primary objective of the Vehicle Operator is providing safe, reliable, and efficient public transportation.

The applicant must have or be able to obtain a Class B Commercial Driver's License with a passenger endorsement. He/she must possess a clean D.M.V. record and a reliable employment history with a strong attendance and punctuality record. A criminal background check is required based on the type of commercial license needed. The applicant must have a neat appearance and sincere desire to work with the youth.

KEY ROLES (Essential Job Responsibilities):

General Responsibilities

1. Report to work on time and in proper uniform as outlined in the Employment Handbook.
2. Maintain a strong attendance record
3. Possess a valid Commercial Driver's License of the appropriate class, with all necessary endorsements and /or state certifications, and a valid Medical Examination Card when on duty.
4. Perform pre-trip vehicle inspections.
5. Safely operate a passenger transportation vehicle.
6. Maintain a good rapport with general public.
7. Follow company safety and operational rules and procedures.

Specific Physical Job Functions

1. Sit in driver's seat for long periods of time.

Vehicle Operator

