

DRIVER *

Function of Job:

Under general supervision from a designated supervisor, to operate motor vehicles as assigned, including automobiles, vans, trucks, or buses.

Characteristic Duties and Responsibilities:

1. Drive automobiles, vans, trucks, or service vehicles, as assigned.
2. Load, unload, deliver supplies and equipment, livestock, mail and freight.
3. Pick up and discharge passengers on prescribed routes.
4. Teach and instruct as required, driver candidates in techniques require for safe operation of assigned vehicles.
5. Clean, perform repair work, and/or safety and maintenance checks on assigned vehicles.
6. May be required to assist passengers in emergency situations, applying first aid as necessary.
7. Perform assigned duties with ground crews and other projects.
8. May be required to keep travel log.
9. May be required to drive considerable distances requiring overnight stay.
10. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Thorough knowledge of state laws governing the operation of motor vehicles.
2. Skill in operating motor vehicles.
3. Must possess a valid Commercial Operator's license, if required to operate a truck or bus of greater than 18,000 lbs. Gross weight, or appropriate driver's license for vehicle operated.
4. Knowledge of First Aid techniques if assigned to drive passenger bus.
5. Must pass Defensive Driver Instructor's course for operation of college/university vehicles.
6. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy lifting.
7. Must pass drug and alcohol screening tests as mandated by Department of Transportation agency regulations

12/6/04_____

System Approval

12/6/04_____

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 1/16/75 and revised 2/23/78, 12/13/79, 8/8/80 and 7/29/83.