

JOB DESCRIPTION

I. Job Title: Driver (Non-Exempt)

II. Formal Organizational Relationships:

The Driver is responsible to the Transportation Manager

III. Statement of Job Purpose:

The Driver performs under supervision, all Driver tasks required by the Transportation Department. This shall include, driving students to and from their educational placements in a safe and timely manner and other appropriately assigned tasks.

IV. Statement of Job Responsibilities:

A Driver shall:

- have use of a C.E.S. vehicle for completion of designated duties.
- observe rules/regulations outlined in *The Transportation Handbook*.
- observe Connecticut State Motor Vehicle rules/regulations.
- attend scheduled driver meetings.
- maintain complete/accurate records.
- report information to the Transportation Manager pertaining to delays/emergencies in a timely and accurate manner.
- report information pertaining to vehicle/equipment malfunctions.
- observe safety/security procedures.
- maintain interior/exterior of assigned vehicle.
- adhere to established routing in completion of daily runs.
- secure fuel for vehicle at designated service station.
- complete pre-check of vehicle prior to commencing daily run.
- report incidents/accidents/unusual behavior of students on board vehicle.
- maintain visual supervision of students on board vehicle.
- perform such other duties appropriately assigned by the immediate supervisor.

V. Additional Responsibilities Required:

Optional: Immediate supervisor may attach additional responsibilities unique to a particular program's needs.

VI. Extent and Limits of Decision-Making Authority:

- Extent: -- Recommending authority to Transportation Manager for necessary procedure changes/revisions.
- Decision-making authority commensurate with job responsibilities and negotiable with immediate supervisor in keeping with demonstrated ability to exercise sound judgment and independent functioning.

Limits: -- Transportation Manager has final authority within department. To be clearly defined by immediate supervisor and always in keeping with C.E.S. policies, administrative regulations and reasonable supervisory direction.

VII. Qualifications for the Job:

Experience:

- A. Minimal – Six months experience in a similar position. Requires conviction/accident free driving record both on and off job for last three years.
- B. Preferred – First Aide Certificate. More than six months experience in a similar position.
- C. Continuing – Active/ongoing participation in in-service training/driver development opportunities.
- D. Other – Valid Public Service License.

Education:

- A. Preferred – High School Diploma

This job description has been reviewed by the employee and _____(printed name) understands its content.

Employee Signature

Date: _____