



1330 S. Big Bend Blvd.
Richmond Heights, MO 63117

www.richmondheights.org

Van Driver

Dept/Div: Parks & Recreation

FLSA Status: Non-Exempt

General Definition of Work

Performs semi-skilled work operating a shuttle bus or van, and related work as apparent or assigned. Work is performed under the limited supervision of the General Office Clerk.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Operates shuttle van to transport residents to and from their destinations; transports passengers to doctor's appointments, grocery stores, other shopping destinations.

Maintains vehicles to ensure cleanliness and safe usage.

Performs other tasks for Recreation Department on an as needed basis.

Knowledge, Skills and Abilities

Some knowledge of the practices of operating and servicing a small bus or van; some knowledge of the traffic laws and regulations governing van operation; skill and care in the operation of the equipment; ability to understand and follow oral and written directions; ability to make minor repairs and adjustment to equipment; dependability. Ability to maintain effective relationships with other employees and general public.

Education and Experience

High school diploma or GED required and minimal experience driving passenger vehicles, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and climbing or balancing and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Valid Class B Commercial Driver's License.

Applicant Certification:

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I would perform those above and other related duties as directed by my supervisors. I am not related to any elected or appointed official or employee of the City of Richmond Heights.

Signature

Date