

## VAN DRIVER

DISTINGUISHING FEATURES OF THE CLASS: The work primarily involves transporting clients and patients, including the mentally disabled, to various locations, including day care centers, in order to arrive promptly for appointments, treatment, or special events. An incumbent operates motor vehicles including those having a seating capacity of more than ten but less than 16 adult passengers. The work is carried out under general supervision in accordance with the policies and procedures of the agency in which employed. A Van Driver does related work as required.

### TYPICAL WORK ACTIVITIES:

- Operates a motor vehicle in order to transport patients or clients to and from therapies, activities, appointments, or other events;
- Assists clients and patients into and out of motor vehicles and as may be necessary upon reaching a destination;
- Picks up and delivers equipment, supplies, messages, and mail;
- On those occasions when not driving, may participate in a wide variety of miscellaneous tasks in the agency such as cleaning, directing visitors, assisting clients and patients, filing documents, photocopying papers, et cetera.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of safe driving practices; skill in the operation of motor vehicles; ability to establish and maintain suitable relationships with clients and patients; ability to understand and carry out instructions; an excellent driving record; tact; courtesy; good character; good physical condition.

MINIMUM QUALIFICATIONS: Possession of a Class 2 or Class 4 New York State driver's license and use of a privately owned motor vehicle.

*SPECIAL REQUIREMENT:* An incumbent must meet and maintain the qualifications for a School Bus Driver as specified in Article 19A of the New York State Vehicle and Traffic Law, and 15 NYCRR, Part 6.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 8/23/88