



# Vehicle Driver

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
VEHICLE DRIVER I	9322	A09	\$29,781 - \$40,859
VEHICLE DRIVER II	9323	A11	\$32,332 - \$47,355
VEHICLE DRIVER III	9324	A13	\$35,439 - \$52,388
VEHICLE DRIVER IV	9325	A15	\$38,976 - \$58,045
VEHICLE DRIVER V	9326	A17	\$42,976 - \$64,469
VEHICLE DRIVER VI	9327	A20	\$51,158 - \$81,351

## GENERAL DESCRIPTION

Performs motor vehicle operations work involving transporting passengers or cargo and performing minor vehicle maintenance.

## EXAMPLES OF WORK PERFORMED

Operates motor vehicles such as automobiles, vans, trucks, and buses to transport passengers and various types of cargo.

Prepares and maintains records and logs related to vehicle operations and ensures that all required documentation is accurate and complete.

Performs minor vehicle maintenance, makes minor repairs, and fuels vehicles.

Ensures that vehicle passenger and cargo capacity is not exceeded, passengers use safety restraints, and cargo is distributed to reduce maximum axle loading.

Ensures the safe and secure storage of cargo and reviews and verifies inventory and shipping documents.

Performs and instructs passengers on emergency evacuation procedures.

Operates vehicle power lift gates and wheelchair lifts.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

**Note:** Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels. Factors that may distinguish between journey and senior levels include the degree of independence in performing the work, the complexity of the work, the scope of responsibility, and the employee's related experience. Other factors may include the type and capacity of

*vehicles operated, the weight or type of cargo transported, and the type of driver's license required.*

*Employees at the journey level may independently perform the full range of work identified and may occasionally assist others performing work of greater complexity.*

**VEHICLE DRIVER I:** Performs routine (journey-level) motor vehicle operations work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

**VEHICLE DRIVER II:** Performs complex (journey-level) motor vehicle operations work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may monitor the safe loading and unloading of passengers and cargo.

**Note:** *A senior level employee (levels III - VI) may perform the full range of work identified in the preceding levels and may serve as a lead worker; however, typically, leading responsibilities within this job classification series will be found at level IV, V, or VI, depending on the structure and size of the workgroup.*

**VEHICLE DRIVER III** Performs highly complex (senior-level) motor vehicle operations work. May provide guidance to others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Determine the most practical route to be traveled, considering safety, economy, and load limits of roads, highways, and bridges.
- Conduct safety checks of vehicles and cargo before departure and at regular intervals in transit.
- Conduct training on vehicle operations and safety.

**VEHICLE DRIVER IV** Performs advanced (senior-level) motor vehicle operations work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may report delays, accidents, or other traffic and transportation situations to dispatchers.

**VEHICLE DRIVER V (Added 9-1-2023):** Performs advanced (senior-level) motor vehicle operations work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Operate heavy motor truck tractor with semitrailer or heavy motor truck and trailer equipment.
- Maneuver truck and trailer into loading and unloading areas; follow loading crew signals.
- Load or unload goods and materials using manual hydraulic forklifts or other specialized equipment.
- Arrange trailers in shipping yards for optimum loading patterns.
- Perform adjustments and emergency repairs to equipment.

**VEHICLE DRIVER VI (Added 9-1-2023):** Performs highly advanced (senior-level) motor vehicle operations work. Works under minimal supervision, with extensive latitude for the use of

initiative and independent judgment. Employees at this level frequently use their specialized expertise to transport some of the heaviest, most sensitive, or most valuable cargo, and/or to operate vehicles with the greatest passenger capacity.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in the operation of motor vehicles on a commercial basis. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of motor vehicle operations, passenger and cargo loading and unloading methods, traffic rules and regulations, and maintenance of motor vehicles.
- Skill in operating motor vehicles.
- Ability to obey traffic laws, to follow schedules and instructions in operating vehicles, to follow guidelines for loading and unloading cargo, and to communicate effectively.

### **Additional for Vehicle Driver V – VI**

- Knowledge of requirements for operation and servicing heavy motor truck tractor with semitrailer or heavy motor truck and trailer equipment using compound transmissions.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

Must possess a valid driver's license and may require a valid commercial driver's license.