

CHAUFFEUR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the safe efficient operation of a sedan, station wagon, pickup truck or mini bus in the transportation of persons, equipment or supplies as directed. The incumbent, informed of his destination and approximate time of arrival must schedule and plan the trips to provide for the transport of more than one individual whenever possible. When transporting the elderly, infirm, mentally or emotionally disturbed, the Chauffeur must be able to assist, comfort or restrain the passenger as needed. When not engaged in transportation, the Chauffeur will assist in the office performing routine clerical work. Supervision of other employees is not normally a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Operates a small motor vehicle in the transportation of persons to or from various locations as directed; Assists the elderly or infirm in entering and leaving the vehicle and/or home or agency office; Verifies that persons, material or equipment arrive at proper destinations; Confirms the time of return to pick up persons, material or equipment for subsequent transport; Logs trips, time of arrival and departure, mileage and other pertinent information as needed; May load or unload vehicle when required; Schedules periodic safety inspections and servicing of vehicle assigned; Maintains adequate fuel supply, oil, water and coolant levels; Performs routine clerical tasks as assigned.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of geography of the country, location of roads, towns and villages; Ability to drive a motor vehicle safely and efficiently; Ability to read road maps, county and city maps; Ability to follow directions; Ability to treat the ill, aged and mentally ill with tact, understanding, compassion and firmness; Sound judgment; Dependability; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of experience in the operation of a motor vehicle.

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license.

Revised 7/6/87