



## CLASS SPECIFICATION

**Class Title:** Driver II  
**Department:** County-wide  
**FLSA:** Non-exempt

**Class Code:** 4481  
**Grade:** 10  
**Eff. Date:** 04/01/1986  
**Revised:** 11/15/2024

### GENERAL PURPOSE

Under general supervision of the Senior Center Bureau Manager or other administrative supervisor, operates a multi-passenger bus or van transporting passengers within Davis County.

### EXAMPLE OF DUTIES

Drives a multi-passenger vehicle during normal and inclement weather conditions.

Supports and assists passengers, including passengers with mental and physical disabilities, in a safe manner with getting into and out of the vehicle as needed. Lifts and carries bags and other personal items for passengers. Folds, lifts and loads/unloads wheelchairs, walkers, and other passenger devices into and out of vehicle.

Ensures passengers are securely seat belted, wheelchairs are locked and all items are stored safely before the vehicle is in motion.

Maintains appropriate temperature and cleanliness within the vehicle. Completes daily pre-trip inspections on assigned vehicle; cleans and fuels van and/or bus. Oversees the preventative/general maintenance and other repairs on assigned vehicles; notifies supervisor of damage, needed repairs or servicing.

Creates and maintains transport records in the UDOT PTT and Ride Pilot software database.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

Duties/Responsibilities specific to the Senior Center: transports older adult county citizens to and from their home or other residence to various senior centers, activities, grocery shopping and medical appointments. Other duties may include assisting in the senior centers at meal time, including meal clean up, assisting with activities, events, answering phones, assisting patrons, etc.

Duties/Responsibilities specific to the Code Blue program: in an on-call capacity during a designated Code Blue day, as determined by the Utah Department of Health and Human Services, picks up and transfers passengers to and from pickup locations and warming shelters.

### MINIMUM QUALIFICATIONS

1. **Education and Experience:**

High school graduation (or equivalent).



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Preference for experience driving a multi-passenger vehicle or bus transporting passengers.

### 2. **Special Requirements:**

Must be at least 21 years old.

Must pass a criminal history background investigation.

Must possess a valid Utah Class A, B, or C Commercial Driver License AND a passenger endorsement. Senior Center drivers must obtain Class C with passenger endorsement within 1 year of hire.

Must possess or obtain immediately upon hiring, a valid DOT medical card.

Must have a clean driving record with no more than two (2) moving violations within the last three (3) years.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

### 3. **Knowledge, Skills and Abilities:**

**Knowledge of:** vehicle operation and driving regulations; driver safety and maintenance regulations and policies; state and federal laws regarding specialized public transportation; basic knowledge of vehicle preventive maintenance procedures.

**Skill in:** operating a motor vehicle in a safe manner.

**Ability to:** use applicable computer hardware and software applications, general office equipment including telephone, multi-function copier/scan/fax machine, and calculator; operate a multi-passenger vehicle in a safe and efficient manner, including making decisions regarding safe operation and precautionary measures of operating a vehicle in adverse weather conditions.

### **WORKING CONDITIONS**

May be called to work on weekends and holidays.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***