

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Vehicle Operator

SERIES NUMBER

5444

MAJOR AGENCIES

All Agencies

EFFECTIVE

02/23/2014

SERIES PURPOSE

The purpose of the vehicle operator occupation is to operate motor vehicles to transport passengers for various activities or materials, supplies or equipment.

At the lower level, incumbents operate small motor vehicles such as cars, station wagons, vans, mini-buses or light trucks to transport passengers, materials or equipment.

At the higher level, incumbents operate large passenger buses (i.e., seating capacity for 23 or more passengers) & other motor vehicles to transport passengers, materials, supplies or equipment.

JOB TITLE

Vehicle Operator 1

JOB CODE

54441

PAY GRADE

4

EFFECTIVE

10/04/1992

CLASS CONCEPT

The developmental level class works under general supervision & requires working knowledge of driver safety practices & skill in operation of motor vehicles in order to operate small motor vehicles to transport students, residents, consumers or staff for variety of activities.

JOB TITLE

Vehicle Operator 2

JOB CODE

54442

PAY GRADE

6

EFFECTIVE

02/23/2014

CLASS CONCEPT

The full performance level class works under direction & requires considerable knowledge of driver safety practices, agency's policies & procedures pertaining to passenger & passenger bus transport & skill in operation of large passenger buses & other motor vehicles in order to transport passengers, materials & equipment in large passenger buses (i.e., seating capacity for 23 or more passengers).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Vehicle Operator 1	54441	06	10/04/1992	4

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates small motor vehicles (e.g., car, station wagon, van, mini-bus, panel truck) to transport students, residents, consumers &/or staff to & from institution or agency for variety of activities (e.g., educational program activities, scheduled community field trips, medical appointments, court appearances, training programs, athletic activities, recreational activities).

Operates motor vehicles for pick up &/or delivery (e.g., materials, supplies, mail, laundry); operates outside maintenance equipment (e.g., tractor, snow truck, lawn mower) to perform or assist in snow removal or lawn maintenance duties.

Schedules, inspects, services & maintains vehicles; maintains &/or prepares required logs &/or reports.

MAJOR WORKER CHARACTERISTICS

Knowledge of driver safety practices; addition & subtraction; agency policies & procedures pertaining to passenger transport*. Skill in operating motor vehicles (with either standard or automatic transmission). Ability to carry out detailed but basic written or oral instructions; read, copy & record figures accurately; read short sentences with basic vocabulary; demonstrate strength to lift 100 pounds.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking English; valid driver's license. Valid commercial driver's license required if motor equipment is of type & size regulated by Sections 4506.01 & 4506.12 of Revised Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May be exposed to unpleasant odors; may be required to be on call for emergencies.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Vehicle Operator 2	54442	06	02/23/2014	6

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates passenger bus (i.e., 23 or more passengers) to transport passengers (e.g., students, consumers, residents, personnel) to & from institution or agency for various activities (e.g., athletic activities, educational programs & functions, training programs, field trips, chartered events, medical appointments, other institutional activities).

Operates station wagon, mini-bus, van or truck to transport personnel, material &/or supplies; operates maintenance equipment (e.g., tractor, snow plow, lawn mower) to perform or assist in snow removal or lawn maintenance duties.

Inspects, services, & maintains vehicles; prepares mileage, fuel, passenger & related reports.

MAJOR WORKER CHARACTERISTICS

Knowledge of driver safety practices; agency policies & procedures pertaining to passenger & passenger bus transport*; addition, subtraction, multiplication & division. Skill in operation of passenger bus & motor vehicles with either standard or automatic transmission. Ability to carry out instructions in written & oral form; read, copy & record figures accurately; read simple sentences; maintain accurate records; handle sensitive contacts with residents or consumers; demonstrate physical fitness; lift 100 pounds.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Formal education in arithmetic that includes addition, subtraction, multiplication & division & reading, writing & speaking English; 3 mos. trg. or 3 mos. exp. operating passenger bus or van; valid Commercial Driver License with appropriate endorsement for size & type of motorized equipment operated as regulated by Sections 4506.01 & 4506.12 of Revised Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May be exposed to unpleasant odors; may be required to work evenings & weekends; overnight travel may be required.