CLASSIFICATION SPECIFICATION

CLASS NUMBER 40161

VEHICLE OPERATOR

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within the job classification, related classifications, and/or the size of the CDJFS. Therefore, a Vehicle Operator may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.

Summary of Essential Duties

The primary purpose of the Vehicle Operator position is to operate small to medium-sized motor vehicles to transport students, clients, residents, staff, and/or others to and from a variety of activities. Additionally, the Vehicle Operator maintains logs of vehicular transports and ensures agency vehicles used to transport clients have enough gasoline for travel.

Duties

Frequency: 70% +/- 20%

I. Operates small to medium-sized motor vehicles to transport students, clients, residents, staff, and/or others to and from a variety of activities (e.g., educational program activities, medical appointments, court appearances).

Frequency 10% +/- 5%

II. Maintains logs of vehicular transports of student, clients, residents, staff, and/or others.
   A. Schedules appointments with individuals to be transported.
   B. Records location, date, and time the agency's clients were transported.
   C. Maintains files of all individuals transported.
   D. Refers some clients to other county agencies for transport if appropriate.

Frequency: 10% +/- 3%

III. Ensures agency vehicles used to transport clients have enough gasoline for travel.

Frequency 5% +/- 2%

IV. Oversees maintenance of agency vehicles.

Frequency: 5% +/-2%

V. Performs miscellaneous clerical duties.

KSA'S FOR THE
JOB CLASSIFICATION OF
VEHICLE OPERATOR

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Ohio driving laws and regulations; Automotive operation and practices; Local roads and traffic patterns; Office practices and procedures; Safety practices.	Operating motor vehicles; Oral communication; Reading	Exert light to moderate physical effort; Answer routine questions; Drive an automobile; Work independently; Follow simple directions; Work with others; Work with children, mentally handicapped, physically disabled, and elderly clients; Read and understand maps, directions and signs.
II	Office practices and procedures relating to the transporting of Agency clients; English grammar and composition; Office equipment (e.g., photocopier)	Organization; Oral communication; Recording information; Reading	Schedule clients' transportation needs; Organize clients' transportation needs; Maintain accurate records regarding transportation of clients; Work with others; Work with children, mentally handicapped, physically disabled, and elderly clients; Give or exchange routine facts and information; Operate office equipment (e.g., photocopier); Answer routine questions and refer clients to other County Agencies; Complete forms; Read and record figures, dates, times and locations.
III	Ohio driving laws; Automotive operation and practices; Local roads and traffic patterns; Office practices and procedures; Safety practices; Filling vehicles with gasoline; Intermediate mathematics.	Operating motor vehicles; Maintenance of motor vehicles.	Perform intermediate mathematical operations; Drive an automobile; Operate gasoline pump.
IV	Office practices and procedures relating to the transporting of Agency clients; Automotive maintenance, operation and practices; Safety practices; Basic mathematics.	Maintenance of motor vehicles; Organization; Oral communication; Recording information; Operating motor vehicles.	Schedule vehicle maintenance; Give or exchange routine facts and information; Answer routine questions; Complete forms; Arrange information numerically, alphabetically, and/or chronologically; Read and record figures, dates, times and locations; Perform basic mathematical operations; Maintain records (track mileage and service records).
V	Office practices and procedures. Telephone system.	Filing; Oral communication.	Filing information numerically, alphabetically, and/or chronologically; Answer routine questions/inquiries;

Minimum Qualifications

- Formal education in arithmetic that includes addition and subtraction and reading and writing common English vocabulary. Also requires valid driver's license with a clean driving record for at least one year prior to applying for position.

Unusual Working Conditions/Hazards

The position requires the incumbent to pay attention to performing duties, such as when transporting individuals to and from various activities. Paying attention to the possibility of accidents that can occur while driving will substantially reduce the probability of injury. Additionally, there are standard driving risks which the incumbent is exposed to on a regular basis (e.g., accidents). Only normal safety precautions, such as the observance of traffic signals are required.