

## **CITY OF BRISBANE**

### **VAN DRIVER**

#### **Definition**

Under general direction of the Recreation Supervisor, transport recreation participants to and from recreation program activities and City-sponsored events, and do related work as required.

#### **Class Characteristics**

This classification is distinguished by its driving requirements and its responsibility for transporting participants of City recreation program activities and City-sponsored events to and from specific destinations.

#### **Examples of Duties** (Illustrative Only)

- Transport participants to adult and youth recreation program activities and City-sponsored events.
- Attend training programs to maintain and/or improve job skills.
- Perform other related duties, as assigned.

#### **Qualifications**

##### **Knowledge of:**

- Laws and regulations pertaining to driver and vehicle safety.
- Occupational hazards and safety practices and procedures related to the work.
- Techniques for dealing with recreation program participants, the public, and City staff in an effective manner.

##### **Skill in:**

- Operating a 15-passenger vehicle safely and within laws and regulations.
- Communicating effectively orally and in writing with recreation program participants, the public, and City staff.
- Using maps and other directions to transport recreation program participants.
- Acquiring a general knowledge of departmental policies and procedures.
- Establishing and maintaining cooperative relationships with those contacted during the course of work.
- Taking a proactive approach with customer service issues.
- Working in a safe manner, following City safety practices and procedures and within driver and vehicle laws and regulations.

##### **Education and Experience:**

Education: Possession of a high school diploma or GED.

Experience: Minimum of two years increasingly responsible experience in an occupation involving regular, direct public contact. Experience in driving in driving a 15-passenger vehicle with a satisfactory driving record is desirable.

Van Driver  
Page Two

**Licenses:** Possession of, or the ability to obtain, an appropriate valid California Class “B” Drivers’ License with the appropriate passenger endorsement and a satisfactory driving record. Possession of, or the ability to obtain, a medical clearance certificate as required for licensing. Possession of current First Aid and CPR certification.

**Working Conditions:** The essential duties require the following physical skills and work environment: dexterity to drive a large vehicle; sit for prolonged periods, stand, and walk; vision to read printed materials; hearing and speech to communicate in person and over the telephone; lift up to 50 pounds; mobility to work in a field environment; exposure to outdoors, traffic, traffic hazards, and inclement weather; ability to travel to different sites and locations; drive safely to different sites and locations; maintain safe driving record.

Approved Date: February 17, 2004  
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Bargaining Unit: N/A (Hourly Pay Scales)  
Resolution: 2004-10

Former Titles:

Abolished: