

**Veterans Service Commission of Hamilton County
Position Description**

Job Title:	Driver	Employment Status:	Part-Time
Reports To:	Executive Director	Civil Service Status:	Classified
Hours:	Varies (Not to exceed 20 hours per week)	FLSA Status:	Non-Exempt

JOB SUMMARY PURPOSE

Under the direction and supervision of the Executive Director, the Driver provides safe and timely transportation for Hamilton County Veterans while providing exemplary customer service.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school graduate or higher.
- Must be a Veteran of the Armed Forces of the United States who received an honorable discharge or if a qualified Veteran is not available, the spouse, surviving spouse, child, or parent of a Veteran, per Ohio Revised Code 5901.07.
- Ability to drive a multi-passenger vehicle safely.
- Ability to understand and adhere to the rules and regulation of the Ohio Department of Transportation and United States Department of Transportation.
- Valid State of Ohio Driver’s License.

PREFERRED SKILL/COMPENTENCIES

- Must be a team player possessing the capability to work with all personnel.
- Demonstrated appreciation for Veterans and the benefits they are entitled to.
- First-rate communication skills.
- Dependable and possess good time management, organizational, coordinating, and scheduling skills.
- Neat professional appearance to properly greet the public and represent the Veterans Service Commission of Hamilton County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Transport Hamilton County Veterans to and from medical appointments scheduled with and/or by the Department of Veterans Affairs.
- Maintains accurate time sheet entries.
- Work with staff to manage transportation schedule and scheduling of clients.
- Ensures that all reports and other records that are requested are accurate.
- Ensure regular minor maintenance on vehicles within the HCVSC fleet.
- Coordinates the schedule for major and/or periodic vehicle maintenance with management and staff to minimize service interruptions.
- Ensures vehicles are fueled and available for use at all times.
- Responds immediately to accident and/or medical emergencies by notifying first responders.
- Demonstrates regular and predictable attendance.
- May be required to participate in a physical exam at the expense of the HCVSC.

NON-ESSENTIAL DUTIES

- Other duties and responsibilities may be assigned to this position at the discretion of the Executive Director and/or HCVSC Board of Commissioners.
- Activities defined in the above position description do not preclude or exempt the employee from performing other related or non-related duties as may be required to maintain an effectively functioning office.

CERTIFICATES AND LICENSE REQUIREMENT

- Must complete certification in First Aid and CPR within 6 months of employment or the earliest date that course is provided by the HCVSC;
- Must possess a valid Ohio driver's license; driving record must be free and clear of moving violation citations for 5 years previous to employment; and
- Must pass the pre-employment drug screening.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Job functions are mostly performed in an outdoor setting and inside a motor vehicle.
- Must be physically able to operate a transit vehicle and fifteen-passenger van.
- May require lifting up to fifty pounds.