

**PORTAGE COUNTY
VETERANS SERVICE COMMISSION**

LTC-3 01-12

TITLE: Driver

JOB OBJECTIVES: Incumbent is responsible for providing transportation of Portage County veterans to various VA hospitals and clinics in Northeastern Ohio. Incumbent reports to the Director.

ESSENTIAL JOB FUNCTIONS:

- Transporting veterans to various medical facilities using Veterans Commission vans;
- Guiding and assisting veterans while at the VA facilities;
- Maintaining the cleanliness of the vehicles and performing routine maintenance;
- Completing paperwork related to the transportation function.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Essential and Non-Essential functions as needed.

I. SKILLS AND KNOWLEDGE

Equipment: Ability to drive a full size van, a minivan, and a sedan.

Critical Skills/Expertise:

- Ability to drive large vehicles;
- Ability to read a map.

Job Standards: High school education or equivalent is required. Must have a valid driver's license and meet the county's current vehicle use requirements. Must be a veteran or the spouse or child of a veteran.

II. RESPONSIBILITY

Incumbent performs assignments independent of direct supervision. Supervisor provides general direction in following established practices and clear-cut policies.

III. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: Incumbent is required to lift up to 15 pounds occasionally.

Physical Activity: Incumbent performs the following physical activities: talking, hearing and repetitive motions.

Visual Activity: Incumbent is a mobile equipment operator, which requires the ability to operate cars, vans, etc.

IV. WORKING CONDITIONS

Work is performed both inside and outside. Incumbent may be exposed vibrations, and, on occasion, be exposed to hazards.

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