

Class Specification
for the Class:

VAN DRIVER
BC-05; BU:01

Duties Summary:

Operates and maintains a passenger van in transporting passengers along designated destination according to assigned schedules; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for operating a minibus or similar lightweight van for transporting passengers along designated routes and according to time schedules as a substantially full-time assignment.

Examples of Duties:

Transports passengers over specified routes (i.e., to and from medical/health facilities and recreational outings); assist passengers in boarding and leaving the vehicle including personal assistance in negotiating steps, ramps and lifting the passenger; secure passenger's wheelchair to restraining devices to stabilize wheelchair during trip; transports meals, supplies and equipment to scheduled destinations as requested; conducts daily inspection of vehicle; services vehicle; maintains service and passenger trip records; reports defects of vehicle for appropriate attention and repair; maintains vehicle in clean and sanitary condition; may make minor and emergency repairs to van as required.

Minimum Qualification Requirements:

Experience and Training: A high school diploma or equivalent and one (1) year of experience in transporting passengers.

Experience must demonstrate safe driving skills and observation of traffic regulations.

Licensed Required: Possession of a valid State of Hawaii motor vehicle operator's license, Type 3. Specialty certifications or endorsements may be required consistent with requirements of the position.

Knowledge of: Methods of operating a passenger van; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; general maintenance practice of vans.

Ability to: Operate a passenger van skillfully and safely; deal effectively with passengers; understand and observe traffic laws and rules; make minor emergency repairs; issue and follow oral and written instructions. Ability to read maps and follow road directions. Must be able to work flexible hours including early mornings, late afternoons and weekends.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum qualification specifications for the class, VAN DRIVER, to include the mental/emotional requirement, effective May 1, 2007.

This is the first specification approved for the class VAN DRIVER.

DATE APPROVED: May 1, 2007

JANICE WAKATSUKI
VP/Director of Human Resources