

County Express Driver

Northeast Colorado Association of Local Governments (NECALG)

JOB TITLE: Driver

DEPARTMENT: County Express

GENERAL JOB DESCRIPTION

The Driver is responsible for safe transportation of clients in the Northeastern Counties as well as trips out of the area. Drivers must work as a team with dispatch centers, other drivers, supervisors and the central office to coordinate passengers. It is necessary to be self-motivated and be able to work effectively little direct supervision. This is an on-site, hands-on position.

MAJOR DUTIES AND RESPONSIBILITIES

- Excellent driving ability
- Communicate with driver's and dispatchers using two-way radio
- Perform pre-trip and post trip action items as they are listed on report
- Read and complete accurate records of operations and time
- Use of lift and straps
- Reporting any mechanical problems
- Other duties as assigned

QUALIFICATIONS

- Must be punctual and courteous
- Must have great customer service skills
- Thorough knowledge and ability to adhere to all safety rules
- Thorough knowledge and ability to follow all traffic laws
- Ability to drive in extreme weather conditions
- Ability to drive in the country as well as in big cities
- Able to lift 20 lbs. routinely

License:

Valid Driver's License