

Definition: This is lead work of special transport vehicle operators and in coordinating, scheduling, and maintaining a fleet of motor vehicles at a State System University used in transporting disabled persons and their personal equipment and materials.

An employee in this class is responsible for scheduling and coordinating the work of vehicle operators as well as participating in the work as a lead worker. The employee is responsible for the safe and efficient operation of a fleet of light motor vehicles used in transporting passengers and materials. Associated duties involve following regular vehicle maintenance schedules; maintaining vehicle schedules and coordinating operations; training and overseeing vehicle operators in driving, maintaining simple logs and performing manual work; and completing the required operations records and necessary accident reports. An essential requirement is the ability to lead operators and demonstrate driving functions in the efficient accomplishment of assigned tasks. Work is subject to review for effectiveness of the unit through observation of results and safety of motor vehicle fleet operations.

Examples of Work: Leads the work of special transport vehicle operators and coordinates, schedules, and maintains a fleet of light motor vehicles such as passenger cars and vans used to transport disabled students, employees, and attendants.

Maintains safe, efficient, and clean vehicles by following regular vehicle maintenance and detailing schedules.

Prepares and maintains vehicle operations schedules and ensures the safe and punctual operations in complying with such schedules.

Trains vehicle operators by instruction and demonstration, and oversees the operators in the unit in driving and operating equipment, maintaining simple logs, and performing manual work.

Maintains time records, completes the required operations records, maintains inventory and orders supplies, and fills out any necessary accident reports.

Leads operators and participates in the loading and performing of the necessary manual operations in connection with passengers transported and materials being hauled.

Leads operators and participates in washing and cleaning vehicles, maintaining vehicle fluid levels, and performing minor maintenance.

Performs related work as required.

Required Knowledge, Skills and Abilities: Knowledge of the principles and practices associated with maintaining safe, efficient, and clean light motor vehicle equipment by following regular vehicle maintenance and detailing schedules.

Knowledge of traffic laws and safety rules pertaining to the operation of motor vehicle equipment.

Knowledge of the geography of the area served and of traffic laws for the state.

Knowledge of the principles of operation of light motor vehicles sufficient to train and lead operators and detect defective operation.

Ability to plan and lead the work of vehicle operators and coordinate, schedule, and maintain a fleet of light motor vehicles.

Ability to demonstrate driving functions and operate motor vehicles safely and skillfully.

Ability to use ordinary maintenance tools and equipment needed to maintain safe, efficient, and clean motor vehicles.

Ability to maintain time records, complete simple operations records, maintain an inventory and order supplies, and fill out accident reports.

Possess sufficient strength to lift and move heavy objects and to drive and work under adverse weather conditions.

Minimum Experience and Training: Two years of employment which required operation of motor vehicles as a regular duty, including some experience as a lead worker in vehicle operations, manual labor or maintenance work; and such training as may have been gained through completion of the eighth school grade;

OR

Any equivalent combination of experience and training.

Necessary Special Requirement: Possession of a valid operator's license, issued by the Commonwealth of Pennsylvania.