

Definition: This is manual work in the operation of light motor vehicles at State System Universities to transport disabled persons and their personal equipment and materials.

An employee in this class is responsible for the safe and efficient operation of a light motor vehicle and for the performance of related routine clerical duties or manual work in loading, boarding, transporting, and hauling passengers and materials. Close control and detailed instructions for specific assignments and schedules are initiated by a superior. Work is subject to review through observation or results and safety of motor vehicle operation.

Examples of Work: Operates light motor vehicles such as passenger cars and vans to transport disabled students, employees, and attendants.

Performs related clerical tasks in support of fleet operations including posting simple logs; folding, sealing, and stamping letters; operating simple office machines; answering telephones; and completed written orders for materials.

Loads and performs necessary manual operations in connection with passengers transported and materials being hauled.

Washes and cleans vehicles, maintains vehicle fluid levels, and performs minor maintenance.

Assists disabled persons in entering and exiting vehicles.

Operates other light vehicles on an incidental or backup basis to transport other passengers or deliver mail, supplies or produce.

Performs related work as required.

Required Knowledge, Skills and Abilities: 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 detect defective operation.

Ability to operate a motor vehicle safely and skillfully.

Ability to perform routine clerical tasks and to understand and carry out written and oral instructions.

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

Minimum Experience and Training: One year of employment which required operation of a motor vehicle as a regular duty; 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.