

MORGAN STATE UNIVERSITY JOB SPECIFICATION



DRIVER

Class Code: N1020
Pay Range: 03

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under direct supervision, operates transportation vehicles and loading equipment to transport passengers and deliver equipment, materials and/or documents.

PRIMARY DUTIES

1. Transports passengers and delivers equipment, materials, and documents to various sites.
2. Operates automobiles, buses, vans, and trucks.
3. Loads and unloads equipment and materials. Ensures safe delivery of shipment and passengers.
4. Records fuel and oil consumption, mileage, hourly operation, and maintenance activities.
5. Maintains records pertaining to vehicle operation such as scheduled trips, transported materials, and maintenance appointments for assigned vehicle(s).
6. Ensures maintenance appointments are scheduled.
7. Ensures operational readiness of equipment. Performs basic preventive maintenance such as changing oil and filters, applying lubricant, replacing belts, hoses, and wipers, and cleaning vehicle interior, and washing and waxing vehicles.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EXPERIENCE: One year as a driver.

OTHER:

Valid Maryland Non-commercial Class C or Commercial Driver's License (CDL) with appropriate class and endorsement codes. If required to obtain a Commercial Driver's License, employees will be subjected to drug and alcohol education and testing as required under Federal Highway Administration and the State of Maryland regulations.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of the care and operation of automotive transportation vehicles. Skill in driving in all kinds of weather and road conditions. Ability to read and write; to understand and follow oral and written instructions; to assist passengers and lift heavy objects.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Employees in this job class must maintain the required driver's license with no more than 5 points. Employees in this job class may be subject to pre-employment and random drug testing.