

# DRIVER

Job Description #3748d

5/1/2017

Transportation With Mo` Inc.

MS. AVERY



We serve all different types of clients; from Corporate Clients, Special Accommodated Clients (Individuals with disabilities, Elderly), and Employees. Transportation with Mo` Inc., expect All Drivers to demonstration characteristic of excellence. Professionalism comes with your Job Description and is very important to your continuous employment with the company. Your Van, Mini bus, Private Vehicles is your environment. Your environment is the place you will spend majority of your working day. This is where your clients will have their **first impression** of your company. Your clients are the reason you are employed with [Transportation With Mo` Inc.](#) when dealing with your clients you are expected to:

### Example of Job Description

- Our driver's main responsibility is to transport "Corporate Clients" to and from their place of Business.
- Transport "Employees" to and from their place of employment.
- Transport "Special Accommodated" clients to and from destination
- Transport any and all clients assigned to your assigned Vehicle.
- Greet all Clients when they enter "your environment".
- Maintain a positive attitude at "**All times**"
- Assist all clients who are considered "Special Accommodated" as necessary.
- Able to lift up to 50lbs.
- Enter and exit vehicle frequently throughout shift as well as sitting for extended periods of time

### Driver Responsibility to your Environment (Assigned Vehicle)

- Maintain a clean; tidy environment (trash off floors)
- No smoking; (respect for others) ex. allergies, bronchitis, asthma etc...
- Perform and Document Vehicle pre-post inspections (see details) (flow-charts)
- Report "**ALL**" accidents, incidents, injuries immediately
- Avoid and report Unsafe/Hazardous conditions.
- Abide by all [DOT](#) safety rules and regulations ([see details](#)) at "**All times**"

### Drivers are required to:

- Valid NC drivers License
- Must be 18 years old; Prefer 25 years old
- Able to pass Background check/requirements
- Able to pass Alcohol and Drug Testing
- Obtain a medical Card
- Complete and Pass Defensive Driving Course
- Must be able to follow precise directions also keen sense of direction
- Excellent Communication skills
- Exceptional Hygiene
- Driving in poor inclement weather and heavy traffic is routine.
- Operate an efficient, consistent, safe and timely service.
- Operate 8 to 15 passenger vehicles
- Attend "**All**" scheduled department and safety meetings
- Other duties as assigned
- Team Builder
- Previous commercial driving experience preferred

### Equipment Used:

- 15 +/- Passenger Vehicle
- Cellular phone

- Navigational system (alike)
- Square reader (alike)

\*\*Stay in compliance with all company policies and procedures; when in doubt see details in your **“Team Guide”**

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain an all-inclusive list of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.