



University System of Maryland Job Class Specification

TITLE: DRIVER PASSENGER VEHICLE LEAD

JOB CODE: N09DPL

FLSA: NONEXEMPT

JOB TYPE: SYSTEMWIDE

EEO6: H70

JOB FAMILY/SERIES: MVO

IPEDS-SOC:53-3021

**APPROVED BY: Chancellor's Designee:
Joann Goedert, Associate Vice Chancellor**

EFFECTIVE DATE: 8/7/2014

JOB SUMMARY

Under general supervision, functions in a lead role to oversee staff performance and ensure assigned shift is operating smoothly and policies and procedures are followed. Operates medium and heavy duty commercial passenger vehicles. Ensures the operational readiness of equipment and performs basic maintenance service activities.

PRIMARY DUTIES

1. Oversight of daily transportation field operations to include shuttle routes, ParaTransit services and fleet services.
2. Assists supervisors and managers with oversight of staff to ensure expectations are being met to include: schedule adherence, CDL compliance, safety compliance, etc.
3. Assists with training and monitoring field staff to include bus drivers, drivers and vehicles maintenance staff.
4. Ensures passenger safety at all times and resolves passenger issues.
5. Ensures accurate completion of federal, state and department documents.
6. Ensures completion of administrative tasks to include: compiling data and statistics, reviewing documents, creating & updating work orders, etc.
7. Serves as a representative of the institution by providing quality customer service to the riders and by being respectful of the surrounding community.
8. Operates medium and heavy duty commercial passenger vehicles, transporting passengers to various locations and ensuring the safety of all passengers. Adheres to assigned bus schedules, follows safety and code of conduct policies and procedures and handles emergency situations while transporting riders.
9. Ensures staff is following all safety regulations in accordance with Federal Commercial Driver's License (CDL) regulations, Department of Motor Vehicles' driving regulations and institution specific guidelines.
10. Troubleshoots and repairs minor vehicle malfunctions.

11. Performs other duties as assigned.

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

EDUCATION:High school diploma or equivalent.

EXPERIENCE:Three years' experience in the operation of medium or heavy duty commercial passenger vehicles requiring a CDL license. At least 6 months in a lead or supervisory capacity.

OTHER:Valid Federal Commercial Driver's License (CDL) Class B with passenger endorsement and no air brake restrictions. 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

General knowledge of the care and operation of motorized equipment. Skill in driving buses in all kinds of weather and road conditions and to assist passengers as required. Ability to communicate clearly and effectively. Ability to read, write and to understand and follow oral and written instructions. Ability to problem solve and respond appropriately to a variety of complicated passenger and driving issues.

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 and will be subject to drug and alcohol education and testing as required under Federal Highway Administration and the State of Maryland regulations. Employees in this job class may be subject to pre-employment and random drug testing. Employees in this classification may be assigned duties requiring special training and/or certification (e.g. ADA-regulated wheelchair lifts) in order to operate specialized equipment.