

## **CHAUFFEUR**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the responsibility for providing reliable, safe and courteous transportation to patients and clients and may also include transportation of visitors and other personnel. Supervision is received from a higher-level supervisor. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Drives and transports patients, clients, visitors and other personnel, while also collecting and distributing supplies and materials;  
Ensures the cleanliness of motor vehicles;  
Fuels and performs minor service maintenance to ensure the efficient and safe operation of vehicles;  
Maintains basic records of vehicle activities;  
May transport and escort patients or clients within a facility or between facilities;  
May assist as a cleaner or perform routine clerical duties as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of motor vehicle maintenance and operation; working knowledge of the methods used in collecting supplies and materials; ability to drive safely; ability to understand and carry out basic oral and written instructions; ability to maintain cooperative working relationships with others.

**MINIMUM QUALIFICATIONS:** Three (3) years of driving experience.

**SPECIAL REQUIREMENT:** Possession of a valid driver's license is required at the time of appointment and must be maintained throughout the course of employment in this title. A candidate must possess a good driving record.