JOB DESCRIPTION

Driver

Definition of Class
This is a non-supervisory position in which the incumbent drives a University vehicle to transport fourteen passengers or less, over specified routes to local or distant points according to specified schedules.

Examples of Work Preformed
Drives University vehicle to transport passengers over specified routes to local or distant points according to specified schedules.

Provides assistance to passengers in the handling of baggage or other similar materials.

Regulates heat, lighting, ventilation, and air conditioning systems for passenger comfort.

Maintains records related to mileage, passenger lists, and drivers log as required.

Drives vans, automobiles, golf carts, or other University vehicles to transport passengers or materials from one point to another as required.

Performs routine maintenance to assigned vehicles.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Drives University vehicles over specified routes to transport passengers or materials.
2. Maintains mileage reports, passenger list, and drivers log.
3. Provides assistance to passengers.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Personnel Department in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift more than 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.
**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stoop, kneel, crouch or crawl; stand; and walk.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

AND

**Licensure:**
Must possess a Class D driver’s license.

**Background Check Requirements**
This position requires a background check upon hire.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/08/2015

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