

# Sandusky County Veterans Commission

## Position: Part-Time Transportation Driver

### **Job Description:**

Drivers will provide safe transportation of Veterans to and from their VA appointments. Areas of travel will include, but not be limited to Toledo, OH, Ann Arbor, MI, Sandusky, OH, Cleveland, OH using county owned vehicles.

Drivers will be notified by the office prior to scheduling a trip to ensure driver can take the trip. In rare cases it may be very short notice as emergencies do happen. If a driver cannot work, please notify the Executive Director or Transportation Manager immediately.

Driver hours will vary as it is an as needed basis.

### **Responsibilities:**

- Drivers will be responsible for the safe operation of county owned vehicles as well as ensuring the safety of all passengers.
- Safe operation includes obeying all traffic laws (i.e. posted speed limits etc.)
- Clean vehicle after each trip.
- Ensure the vehicle has a full tank of fuel prior to returning to the office.
- Ensure the vehicle is clean and free of any trash left behind, windows are clean and have clear visibility.
- Report any maintenance issues with vehicles to Executive Director or Transportation manager.
- Complete time sheet and submit to Executive Director.

### **Salary:**

Drivers will be paid every 2 weeks at a rate of \$15.00 an hour.

### **Benefits:**

Drivers will accrual sick time at a rate set by the county.

Drivers will be enrolled in OPERS with contributions made each pay period.

Drivers will **NOT** receive vacation time.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Printed Name)