Title: Motor Vehicle Operator  
Title Code: 91212  
FLSA Status: Non-Exempt  
Date Issued: May 2, 2000  
Date Revised: November 2, 2017  

General Duties and Responsibilities

Under supervision operates motor vehicles such as passenger cars, vans, trucks, wreckers, forklifts, and buses; in a small garage, may dispatch personnel, motor vehicles and equipment; performs related work. Employees in this title may be required to work rotating shifts, including nights, Saturdays and holidays.

General Work Tasks

- Operates one or more type of motor vehicles such as passenger car, vans, trucks, wreckers, forklifts, and buses.
- May drive a truck carrying employees and materials to and from work locations.
- May act as a chauffeur to an official.
- Checks the tires, oil and fuel of the vehicle, replenishes fluids as needed, and checks the vehicle to see that lights, horn and brakes appear to be operating properly.
- Reports any noticeable mechanical defects in the vehicle.
- Cleans the windows, interior, and exterior of the vehicle.
- Changes tires or wheels.
- Assists in loading and unloading of materials, equipment and passengers.
- Reports any accidents in which the vehicle may have been involved.
- Operates motor equipment mounted on, or transported by the vehicle, such as forklifts.
- Is responsible for tools, supplies, materials and equipment carried in or on the assigned vehicle.
- Prepares trip reports.
- May dispatch personnel, motor vehicle and equipment.
When not driving, may be required to perform such additional duties as running errands, answering phones and delivering mail and/or small packages.

Qualification Requirements

1. Possession of a Motor Vehicle License valid in the State of New York.

NOTE:

- For appointment to certain positions in some campuses, possessions of a Class A, B or C Commercial Driver License, with specific endorsements valid in the State of New York, or possession of valid New York State Learner’s Permit for Class A, B or C Commercial Driver License, may be required. A candidate with a Learners’ Permit must obtain the appropriate driver license and endorsements within three month from the date of appointment.
- History of serious moving violations, license suspension or serious accidents may disqualify for appointment. Employees must maintain the appropriate driver license and endorsements for the duration of their employment.

Direct Lines of Promotion

FROM: None  
TO: None