

# City of Vicksburg Job Description

**Job Title:** Motorcoach Driver  
**Department:** Convention Center  
**Reports To:** Executive Director  
**Prepared By:** Human Resources  
**Prepared date:** July 16, 2018  
*Approved by Antoinette Bradley, July 2018*

## Summary

Safely operate motorcoaches to transport passengers at the direction of Executive Director of Convention Center.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Operate a motorcoach, and/or other company vehicles, as dispatched on Regularly Scheduled runs, Charter Trips, Tours, or any other trips as required. This may include, as required, waiting with Motor Coach for your passengers to return from their scheduled activities.

Safely, efficiently, and courteously drive all company vehicles on all public highways and required private property in all weather conditions; knowledge of defensive driving techniques.

Treat all passengers, company personnel, and others associated with your assigned work in a courteous and professional manner.

Cleans truck and performs basic maintenance.

Inspects truck equipment and supplies such as tires, lights, brakes, gas, oil, and water.

## Supervisory Responsibilities

This job has no supervisory responsibilities.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Education and/or Experience

High school diploma or general education degree (G.E.D.) preferred.  
Must have at least two years of related experience and/or training.

## Language Skills

Basic English language skills are required.  
Ability to speak foreign languages helpful.

## Mathematical Skills

Basic mathematical skills are required.

## Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.  
Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills**

No computer skills are required for this position.

**Certificates, Licenses, Registrations**

Must have and maintain a valid Mississippi Driver's License with at least a CDL Class C endorsement.

**Other Skill and Abilities**

Must have a driving record that is free of all major traffic citations and that is free of major "at fault" accidents

Must have some prior experience with operating a tandem truck and dump truck.

**Other Qualifications**

Overtime, flexible work schedule, and on-call status may be assigned, as needed, with little or no advanced notice.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet/and or humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and vibrations. The employee is frequently exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually loud.