

# DRIVER

## OFFICE OF VETERANS AFFAIRS



*Cherokee County, SC*

**Location**

110 Railroad Avenue  
Gaffney, SC 29340

**Job Type**

Part Time

**Department**

OFFICE OF VETERANS AFFAIRS

**FLSA**

NON-EXEMPT

**Job Summary**

The Veterans Affairs Driver is a part-time position which provides daily transportation coordination and vehicle operator services supporting eligible disabled veterans who require vehicle transportation to and from official VA medical care appointments. The position serves under the direct supervision and management of the Director, Office of Veterans Affairs and under the general supervision of the other full-time staff of the Office of Veterans Affairs.

## Essential Functions

Essential Functions	% of Time
<ul style="list-style-type: none"> <li><b>Administrative Duties</b> <ul style="list-style-type: none"> <li>➤ Safeguards and utilizes County owned credit card for official purchases ONLY of necessary fuel, oil and other items necessary and approved for safe vehicle operation.</li> <li>➤ Ensures the safety of each vehicle operator and passenger is the top priority and that all vehicles are properly inspected prior to and after each use.</li> <li>➤ Ensures all scheduled and necessary maintenance, services, dispatch and cleaning of assigned vehicles are performed as scheduled and directed.</li> </ul> </li> </ul>	30%
<ul style="list-style-type: none"> <li><b>Veteran Transportation Duties</b> <ul style="list-style-type: none"> <li>➤ Provides transportation to and from select VA Hospitals and Clinics in SC and NC and if necessary to approved VA contracted civilian fee based medical providers.</li> <li>➤ Serves as primary vehicle operator/driver of assigned County owned official vehicles in the performance of duties.</li> <li>➤ Ensures each vehicle operator is familiar with, competent and physically able to handle basic roadside emergency's such as employing cell phone communications to call for assistance, changing flat tires (on standard size vans only) and assisting in the safe loading and unloading of disabled veterans and their personally assigned medical equipment such as prosthetics, oxygen, wheelchairs, canes, walkers, etc.</li> <li>➤ Ensures VA Office staff are made immediately aware of any significant route deviation, road hazard delay, vehicle mechanical issue or other issue which impacts a veteran's ability to meet scheduled appointments.</li> <li>➤ Obeys all traffic and vehicle operator laws and regulations with regard to the safe operation of official County owned vehicles on public and private roadways and property.</li> </ul> </li> </ul>	65%
<ul style="list-style-type: none"> <li><b>Other Misc Duties as Assigned:</b> <ul style="list-style-type: none"> <li>➤ Other duties as assigned by the VA Officer or Deputy VA Officer.</li> </ul> </li> </ul>	5%

## Qualifications

### Job Requirements

- Must receive basic first aid training within six months of hire.
- Must be able to operate a motor vehicle and in possession of a valid driver's license issued by the State of South Carolina
- Must be able to pass local background investigation.
- Must be able to successfully pass a drug screen

### Performance Requirements

- Ability to effectively communicate verbally and in writing with veterans and staff in English.
- Ability to read, analyze, interpret and apply general knowledge to map directions, posted road signs and speed limits.
- Ability to prepare written reports on issues dealing with vehicle maintenance, accidents or other issues requiring supervisory or other official notification.
- Demonstrate the ability to correctly calculate figures and amounts.
- Demonstrate the ability to correctly apply basic concepts of algebra with specific regards to speed, distance and time.
- Ability to apply common sense understanding in order to properly interpret and carry out official instructions furnished in written, oral and diagram form within a professional governmental environment. Ability to deal with problems involving multiple variables in standardized situations and to reach reasonable and rationale conclusions supported by relevant facts, policy and regulation.
- Demonstrate skill and familiarization in operating common office tools and equipment, to include word processing and spreadsheet software, 10 key calculator, phone (land line and cell), fax, and copy machine.
- Ability to effectively communicate verbally and in writing under pressure with multiple tasks and priorities while maintaining proper business etiquette and professional decorum in every situation.
- Ability to establish and maintain successful and professionally oriented working relationships.

## Other Information

### Working Conditions

**Primary Work Location:** Cherokee County Administration Building  
110 Railroad Avenue Gaffney, SC 29340

### Physical Demands:

Frequently requires the need to drive, sit, operate computer equipment, transport and reposition <25 pounds of material/equipment from ground to waist and at waist level. Must be able to work in all weather conditions. Vision requirements include close vision and ability to adjust focus with correctable vision meeting the same minimum standards to possess and maintain a current SC Driver's License.

### Mental Demands:

Continuously requires the general ability to learn and to understand instructions and underlying principles; understand and follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies. Employee must be able to hear and speak effectively (in English) with public and clients.

### Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

### Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.