DBA Value Auto Auction

Position Description

Position Title: Driver
Job Code: 620
Salary Code: *TBD*
Department: Transportation
Reports to: Transportation Manager
FLSA Status: Non-Exempt
Date: September 26, 2023

Job Summary: Meet customer needs and follows safety rules by delivering and picking up vehicles in a timely, safe, and courteous manner.

Primary Responsibilities:

1. Operate and transport vehicles to and from various dealerships, Value Auto Auction, and other designated locations.
2. Receive route assignments from the Chase Driver or Transportation Manager/Supervisor and must follow the scheduled route provided.
3. Report highway safety hazards noted in route.
4. Report all accidents and incidents involving drivers or company vehicles and equipment to Chase Driver and/or Manager/Supervisor.
5. Promptly report any delays due to breakdown of vehicle or other emergencies.
6. Responsible for safe and legal operation of a motor vehicle.
7. Perform pre trip inspections, including checking fluids, to ensure the vehicle is up to safety guidelines and is drivable.
8. Responsible for parking and driving vehicles through the lanes on sale day.
9. Perform other related duties as assigned.

Knowledge, Skills, and Abilities Required at Time of Hire:

1. Ability to operate a five-speed manual transmission vehicle.
2. Must be able to sit and remain alert while driving for a period of up to eight hours.
3. Exceptional verbal and written communication skills; ability to express information clearly.
4. Conducts work in a timely manner, with the ability to prioritize; reduces inefficiencies and enhances effectiveness.
5. Ability to work independently as well as in a group setting.
6. Ability to troubleshoot problems, evaluate options and implement solutions.
7. Ability to analyze information and make effective decisions.
8. Dedicated to providing exceptional customer service; interacts with people in a professional manner and uses good etiquette; searches for ways to improve service and sales.
9. Conflict resolution skills.
10. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
11. Ability to handle constructive feedback and implement an appropriate action plan.
12. Working knowledge of the traffic rules and other regulations.

Certificates and Licenses:
A Valid driver license is required of every Value Auto Auction employee, along with an insurable driving record.

Education and Other Requirements:

1. High School Diploma or general education degree (GED) along with at least six to eight years related experience and/or training; or equivalent combination of education and experience is required.
2. Knowledge of basic automotive maintenance procedures (tire pressure, oil check, adding of oil, windshield fluid, etc.) is required.

Job Context:

1. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to perform the essential functions.
2. Must be able to shift manual transmission and operate foot pedals of the vehicle.
3. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk or hear.
4. Occasionally lifts up to 15 pounds.
5. The noise level in the work environment can be moderate to loud because of the close proximity of running vehicles.
6. This position is performed mostly outdoors, on the lot, at the dealership locations or in the vehicle.
7. Job is typically performed five days a week Monday, Tuesday, Wednesday, Thursday, and Friday.
8. Hours may vary while there are definite start times of 9:00am on sale day (Thursday) with exceptions due to various job duties for the sale and 7:30am the rest of the week. There is possibility of no set end time of the working day.
9. Exposure to extreme conditions in outdoor weather while working on company grounds, dealerships, and with vehicles.

Performance Indicators:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.

Acceptance of Responsibility:

I, _____ have reviewed the above job description and fully understand

the conditions set forth therein, and as employed as the _____, I will perform these

duties to the best of my knowledge and abilities.

_____ _____

Employee Signature Date