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# Example of Limo Driver Job Description

Our company is growing rapidly and is looking to fill the role of limo driver. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for limo driver

* Maintains a clean and professional presentable vehicle
* Assists customers with answers to various questions about the resort and amenities
* Submits updated Nevada Department of Motor Vehicles report as requested
* Maintain a clean DMV record
* Provide a current Nevada Motor Vehicle Report to the department leader and Risk Management every 6 months
* Immediately notify department leader of any changes to the Nevada Driver's License status
* Transport guests and their belongings in a safe, comfortable and courteous manner
* Maintain communication with the player development department as necessary for dispatching purposes
* Inspect vehicle condition before and after use
* Maintain vehicle cleanliness and ensure vehicle is appropriately stocked with necessary or requested supplies

## Qualifications for limo driver

* Provide accurate and timely documentation and reports of departmental activities and status including claim checks, vehicle damage, statements, and conditions which require attention and or repair
* Drives all company vehicles including but not limited to limousines, shuttles, trucks
* Picks up keys and radio at the beginning of the scheduled shift and then turns them in at the end of the shift
* Log and report all necessary repair or maintenance on the vehicle report sheet at the end of their shift
* Keep vehicle up to par at all times, including maintaining the cleanliness of interior and exterior of the vehicle, and returning the vehicle with ¾ tank of fuel at the end of the shift
* Keep Dispatchers informed of a location at all times