



Example of Car Driver Job Description

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Our company is searching for experienced candidates for the position of car driver. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for car driver

- Makes appropriate record-keeping entries associated with the processing of each vehicle
- Based upon the type of problem discovered, marks vehicles with proper annotation, PM, OOS, BD (preventative maintenance, out of service, body damage) as necessary
- Cleans vehicles in the order directed, concentrating first on high-demand ones as determined by Supervisor
- Under general supervision employees will transport individual passenger vehicles (compact through large SUV) throughout Atlanta and airport car rental facility to meet customer needs
- Employees will be responsible for filling out basic paperwork to track vehicle movements keeping constant communication with our dispatch office
- Operates vehicle in safe and professional manner on public highways, roads, and other various job sites
- Escort oversize loads to their destination in order to improve and maintain safety
- Drive town car vehicle to and from designated destinations in a safe and timely manner
- Ensure cleanliness of town car vehicle
- Accept other special duties as requested by management

Qualifications for car driver

- Class A or B CDL preferred, but not required
- Work as team leader/Admin for third shift car wash
- Must be able to work third shift
- Must be able to read English and/or comprehend motor vehicle traffic signs