



## Example of Driver Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is hiring for a driver. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

### Responsibilities for driver

- Supervises meals, visitor hours, and work details to observe for unusual or suspicious activities or behavior so that preventive measures are taken prior to potential problem occurrences
- Organizes voluntary resident work crews to assist in maintaining facility cleanliness to ensure that facility meets company and government standards
- Supervises the set-up and cleaning of the eating and food service areas
- Uses judgment to determine inappropriate or abnormal conditions or behavior
- Conducts scheduled and impromptu cleanliness checks of facility to maintain it in an orderly and clean fashion to meet health and environmental requirements
- Interfaces with authorized correctional or contracting agency personnel to communicate status of residents and coordinate resident activities
- Inventories property and complete Property Inventory Form upon arrival of new resident
- Makes initial contact with any visitors and verify their identity
- Documents formal and informal disciplinary actions for rule violations, according to procedure, to comply with government and contracting agency requirements and log accordingly
- Maintains legible, accurate and concise records in your own handwriting of observations in the Daily Log so that staff on all shifts are continuously informed of the status of residents and facility

- 
- Capability to operate a tractor-trailer in a safe and efficient manner
  - Must be able to lift heavy objects with or without reasonable accommodation
  - Secures prescription medicine
  - Conveys resident communications to appropriate supervisors so that preventive measures can be taken to maintain the health, safety and security of the residents and staff
  - Communicates with residents and staff in a professional manner to affirm and enhance self-esteem and dignity, and to maintain positive resident/staff relations
  - Participates in staff meetings by sharing observations and recommendations regarding the facility, residents and staff relations to identify and resolve problems and function as a unified team