

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Transport Driver

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### Definition

Operates gasoline and diesel-powered tractor-trailers, heavy trucks, or school buses transporting supplies, materials, equipment, or passengers to destinations inside and outside of Iowa; services and maintains assigned equipment; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Comply with traffic regulations to operate vehicles in a safe and courteous manner.

Provides direction to helpers and loads and unloads supplies, equipment, and materials by hand or using hand truck, dolly, lift, pump, hoist, or winch; pads, stacks, and secures items for shipment.

Delivers and stacks merchandise on premises; collects payment or prepares and issues receipts for merchandise delivered and trip tickets; verifies load against shipping papers.

Operates heavy-duty tank trucks, flatbeds, lowboys, and specially adapted vehicles to transport perishable or flammable materials, logs, fire-fighting equipment, and related heavy cargo.

Inspects tires, lights, and brakes; checks gas and oil levels; performs emergency roadside repairs.

Drive gasoline, diesel, or electrically powered multi-passenger vehicles to transport students between neighborhoods, schools, and school activities.

Follow safety rules as students board and exit buses or cross streets near bus stops.

Pick up and drop off students at regularly scheduled neighborhood locations, following strict time schedules.

### Competencies Required

Knowledge:

- Transportation – Principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- Mechanical – Machines and tools, including their designs, uses, repair, and maintenance.

Abilities:

- Control Precision – Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Far Vision – See details at a distance.

- Multilimb Coordination – Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Near Vision – See details at close range (within a few feet of the observer).
- Reaction Time – Quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.

**Skills:**

- Operation and Control – Controlling operations of equipment or systems.
- Operation Monitoring – Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Time Management – Managing one’s own time and the time of others.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Service Orientation – Actively looking for ways to help people.

**Minimum Qualification Requirements**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) One year of full-time work experience in operating heavy trucks or tractor-trailers exceeding four tons.
- 2) A total of one year of education and/or full-time experience (as described in number one), where satisfactory completion of a truck driving program approved by the Iowa Department of Education from an accredited college or vocational school equals six months of full-time experience.
- 3) Possession of a current/valid Iowa Class A, B, or C Commercial Driver’s License (CDL); or equivalent out-of-state license valid to operate a vehicle with the gross vehicle weight rating of 10,001 or more pounds.

**Notes**

Some positions in this class require a possession of a valid Commercial Learner’s Permit upon hire. Within a timeframe determined by the appointing authority, a valid Commercial Driver’s License with the required endorsements and applicable restrictions must be obtained and subsequently maintained to continue employment.

Some positions in this class are required to complete a pre-employment drug screen and will require ongoing participation in a random drug and alcohol testing program and will be subject to federal drug and alcohol testing regulations (in conjunction with Title 49 of the Code of Federal Regulations, parts 40 and 382).

Positions that involve transporting passengers will require a CDL with passenger and school bus endorsements within a timeframe determined by the appointing authority and prior to operating a school bus and transporting passengers.

*Effective date: 01/24 KC*