



## Job Description

Date: 9/23/15

<b>Title:</b>	Personal Driver	<b>Department:</b>	Executive
<b>Reports to:</b>	Direct Supervisor	<b>Status:</b>	Non-Exempt

### I. Job Purpose/Objective

The primary duty of a Personal Driver is to transport the Chairman and or passengers to and from destinations in a comfortable, safe and efficient manner. Meeting those goals entails additional responsibilities, tasks, knowledge and attention to detail.

### II. Essential Job Functions

#### Logistics and Travel Details

Before any trip, driver duties include consulting maps or navigation devices for desired routes, checking radio or online traffic and weather reports for departure and destination locations. Driver will advise the Chairman of potential or existing adverse conditions and suggest alternative routes or travel time adjustments.

#### Vehicle Maintenance

Vehicle maintenance is handled by Driver either directly or indirectly through third party service companies. Whether keeping the vehicle clean or ensuring that it is mechanically sound, the Chairman's vehicle must be immaculate in appearance and ready to drive without issue at all times. Driver is responsible for checking engine fluids, inspecting interior and exterior, electrical and mechanical components, maintaining tire pressure and keeping fuel levels at adequate levels. When mechanical work, scheduled maintenance, professional washing and detail work is needed, Driver schedules service appointments, facilitate vehicle transport to and from the facility and procure the use of a suitable alternate vehicle if needed.

### III. Working Conditions/Job Environment

#### Professionalism

The Personal Driver is expected to be mannerly and courteous in all driving and non-driving situations while on the job. Good grooming and personal hygiene with clean and proper dress as instructed by the employer are expected. Calm, rational behavior and attitude under stressful driving conditions are attributes of a professional, as are refraining from inappropriate or abusive language and gestures. Personal Driver follows instructions and requests without argument or complaint, and do not comment, engage or join in conversations of Chairman or

passengers without permission. Use of alcohol, illegal drugs or prescription medication that inhibits cognitive or mechanical ability -- either on the job, while on call or before a scheduled shift -- is illegal. A sober, fully functional Driver is expected by the Chairman at all times.

The Chairman is responsible for payment of vehicle and travel expenses and may provide the Driver with cash, a credit card, company account numbers or expense reimbursement forms. The Driver must acquire, retain and submit all receipts to the employer and ensure that expenditures are authorized under the terms of employment services. Drivers may also be responsible for keeping written travel logs containing mileage, locations, travel time, work hours, vehicle service entries and receipts.

**IV. Essential Skills (Minimum qualifications individual must possess when entering position) – i.e. skillsets, education, certifications, etc.**

Driver must possess certain skills to include but not limited to iPhone, computer skills, lifting, CPR and first aid, running errands, time management, 24/7 availability, communicate effectively and be highly organized. Confidentiality and privacy regarding all matters involving the Chairman must be highly guarded and maintained.