

HEARTLAND MOTOR COACH, INC.

Position Description

Title: Motor Coach Chauffer (Driver)

Accountable to: Operations

Primary Functions:

Driver will be "Driven by Excellence" in the servicing of our customer through you driving the charter assigned. Your willingness and ability to handle troubleshoot and perform minor maintenance. i.e. change fan belt, bulbs, top off fluids as required. All drivers are required to have a "Gmail" account to receive company communication. Drivers will be issued company fuel and lodging cards to meet the needs of the charter trip.

Principal Responsibilities:

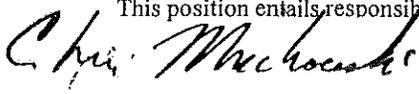
1. Must meet all Federal Motor Carrier Guidelines including taking a drug test when required by FMCSA or the company.
2. Must have a valid Commercial Driver's License with proper endorsements, or Chauffeur License (where applicable) in state of residence. No current license suspension or revocation. A work permit is not acceptable. No serious or disqualifying traffic violations within the last three years as follows: Excessive speeding, involving any single offense for any speed of 15 mph or more above the posted speed limit.
3. Responsible for meeting all FMCSA requirements of a CDL driver, not limited to record of duty status (E-logs), tracking of state miles and inspection of equipment and performing pre and post trip inspections. All paperwork to be turned in to the office timely and per company policy.
4. Drivers are required to attend safety meetings and training as scheduled by management.
5. Responsible for safe operation of motor vehicles driven.
6. Pickup and greet customers at assigned locations on time, provide assistance to persons with disabilities as needed and Assist customers in boarding vehicles in a safe and efficient manner
7. Responsible for safe loading and unloading of all passengers' luggage.
8. Responsible for the safe installation of snow chains when required.
9. Maintain motor vehicle in clean condition prior to, during and after trip, including proper waste disposal of onboard bathroom during or after the charter trip.
10. Drivers must adhere to Heartland's policy and procedures.
11. Other duties as directed by management.

Minimum Requirement:

Minimum age 23 with 2 years (Preferred) of bus driving experience. Hold a current CDL B with passenger endorsement (Required) and a current medical card (Required).

Remarks:

This position entails responsibility for interacting with customers, mechanics and dispatchers.



Chris Mnichowski, President

Date

Motor Coach Chauffer

Date