

JOB DESCRIPTION

Benchmark Job #126

Ministry: Attorney General
Branch: Motor Vehicle Branch
Location: Victoria

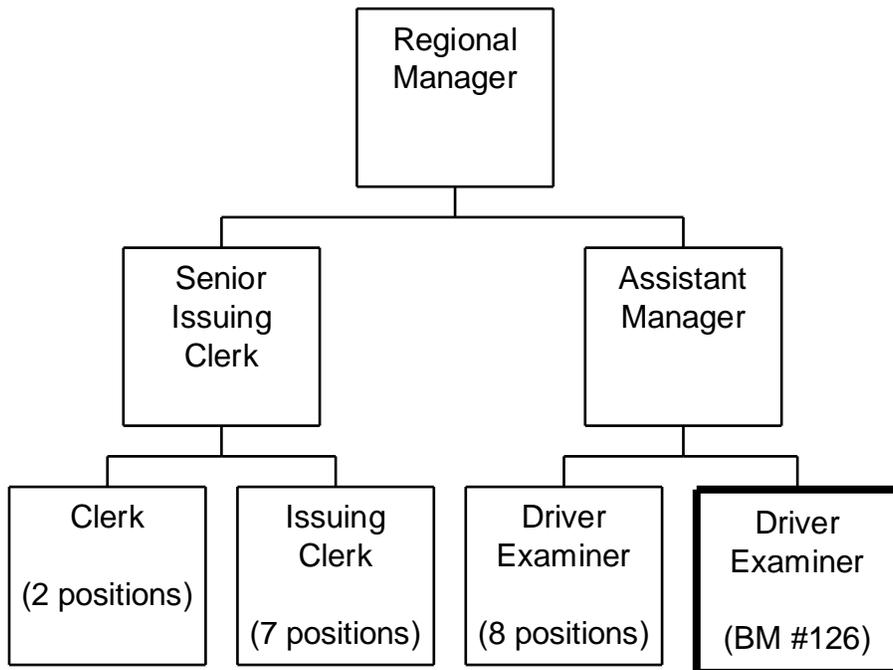
Working Title: **Driver Examiner**
Level: Range 15
Classification: Driver Examiner (Obsolete)

PRIMARY FUNCTION

To conduct driver's examinations, issue permits, driver and vehicle licences; provide information service to the general public, government and private agencies in matters pertaining to the licensing and control of drivers and vehicles.

JOB DUTIES AND TASKS

1. Conducts driver examinations for all classes (1-6) of driver's licences in accordance with Motor Vehicle Branch procedures
 - a. conducts road sign and knowledge tests to determine if basic knowledge standards are met
 - b. conducts full vision screening tests, determines whether applicant's vision meets the fixed class standard and, if not, restricts the driver's licence and/or refers applicant to a vision professional
 - c. conducts road tests to determine if applicant possesses the necessary driving and observation skills to handle a vehicle in traffic, the knowledge to interpret the directions found on traffic signs, interpret rules and regulations and has the physical ability to drive safely
 - d. assesses physical disabilities while observing driving and applies the appropriate restriction to the driver's licence
 - e. takes control of vehicle in potentially dangerous situations during road tests to prevent accidents
 - f. questions applicants to assess mental and physical condition in order to establish the need for a medical examination prior to issuance of a driver's licence
 - g. issues appropriate examination reports to a driver for completion by a medical practitioner or vision professional; discusses examination results and corrective requirements with applicants and explains reasons for failure
2. Provides information to general public, government and private agencies
 - a. explains statutes, regulations, policies and procedures relating to licences and vehicles over the telephone or in person at the counter
 - b. responds to public complaints and refers to supervisor if necessary
 - c. addresses interested groups regarding driver and licensing issues
3. Processes and issues motor vehicle permits, driver and vehicle licences and certificates of insurance
 - a. accesses and updates information on driver records by using computer or microfiche
 - b. checks documents to ensure legal requirements are met and requests additional information if required
 - c. completes and processes licence and insurance forms; determines amounts due and receives and records monies for applicable fees, ICBC debts, taxes, fine payments, licenses and tests
4. Performs other related duties
 - a. submits weekly and monthly statistical reports
 - b. maintains driver examiners' road test schedule on a rotational basis to ensure services run smoothly and that overbooking does not occur
 - c. provides formal instruction to co-workers on driving examination procedures
 - d. performs a quality control appraisal and recommends methods of improvement to other Driver Examiners
 - e. assigns, monitors and examines the work of practicum driving instructors and complete student assessments



REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand and apply the accepted methods of driver examinations to conduct driver license examinations and road tests, assess results and issue licenses and permits.</p>	E	145
2	<p>MENTAL DEMANDS Judgement to assess driving abilities and choose an approach using a combination of accepted examination procedures and techniques to conduct on road driver examinations for all classes of drivers.</p>	D	100
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of driver license regulations, examination results and corrective requirements with license applicants.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use rapid physical response to take control of a vehicle during driving examinations to prevent accidents.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternative course of action to conduct drivers license examinations and conduct road tests to assess ability and determine whether restrictions are needed, explain test results to applicant, conduct practicums for potential instructors and assess performance.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to determine amounts due and receive and record money for licenses, tests, fine payments, ICBC debts and fees.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to operate and control the operation of examination vehicles.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and examine the work of practicum driving instructors, as a typical, recurring task of the job and complete student assessments. (less than 1 FTE).	CC	13
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide driver's license examinations to the public to ensure minimum standards of driving ability.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always monitor drivers' performance to avoid hazards.	D	18
11	PHYSICAL EFFORT Light physical effort to regularly stand at counter to deal with applicants.	B	6
12	SURROUNDINGS Exposure to all weather conditions regularly while conducting tests of vehicle checks.	B	4
13	HAZARDS Significant exposure to hazards from almost always exposure to moving traffic while conducting driver examinations.	D	9

Total Points: 492.5

Level: Range 15