EXECUTIVE DRIVER

Job Description:

A Executive Driver is responsible for transporting company executives from an airport, meeting, hotel or other location to businesses and residential properties. Their duties include loading luggage into their vehicle, using a navigation system to map their route and driving guests to the correct addresses in a timely manner. Drivers typically work for corporations to transport people to meetings and hotels. They maintain electronic logs to track their route schedule and confirm deliveries. Their job is to operate a vehicle or van in a safe, efficient manner, and keep the vehicle washed and cleaned.

Job Responsibilities:

* Transport clients to and from destinations
* Arrive at destinations on schedule
* Fulfill administrative needs, like office pickups
* Research and plan for traffic, construction and weather delays
* Use navigation applications to determine the best route
* Interact with clients professionally at all times
* Ensure that the vehicle is always fueled and ready for use
* Arrange for vehicle repairs as needed
* Keep mileage records and repair records up-to-date
* Map out driving routes ahead of time to determine the most expedient trip
* Pick up clients from the place and at the time they’ve requested
* Collect payments and issue receipts
* Confirms pick up times with clients
* Notifies clients and dispatch of any problems, delays, or accidents.
* Assist clients with loading and unloading their luggage
* Listen to traffic and weather reports to stay up-to-date on road conditions
* Adjust the route to avoid heavy traffic or road constructions, as needed
* Answer clients’ questions about the area and local places of interest
* Ensure the car seats are clean and comfortable for all riders
* Schedule regular car service appointments and report any issues
* Book car wash and detailing services to maintain interior and exterior cleanliness of the car

Job Qualifications:

* High school diploma or GED required
* Clean driving record required
* Current license and registration required
* Current driver’s insurance required
* Experience as a executive driver

Opportunities as a executive driver are available for applicants without experience in which more than one executive driver is needed in an area such that an experienced executive driver will be present to mentor.

Job Skills Required:

* Knowledge of DMV standards and regulations
* Ability to multitask
* Good observational skills to notice what needs reordering or changing
* Good communication skills
* Able to work calmly under high pressure
* Must be able to lift heavy objects up to 50lbs
* Have endurance to walk around and carry out tasks throughout shift
* Pleasant, polite manner and a neat and clean appearance.
* Able to work in a fast-paced environment
* Able to multitask, prioritize, and manage time efficiently
* Physical endurance to drive for an entire shift
* Ability to be patient while waiting for clients to be ready
* Ability to adapt to last minute changes without frustration
* Familiarity with GPS devices
* Knowledge of area roads and neighborhoods