

JOB DESCRIPTION OF SECURITY DRIVER

By Fred Foster

Some time ago, I was asked to collaborate with Tony Scotti – the world-renowned trainer in protective vehicle operations – to prepare a sample security driver job description on behalf of a client corporation.

One major concern we addressed is the tendency of some organizations to take an ordinary chauffeur and designate him or her as a "security driver" in order to take advantage of IRS codes that allow companies to write off certain executive security expenses. In addition to creating an illusion of protection, this practice exposes the employer to tax auditors -- who have some fairly explicit views as to what constitutes a security measure and what doesn't -- and to worker's compensation and other liability claims when a driver is pressed to perform duties and emergency measures that do not appear in the job description or that the employee is neither trained nor qualified to accomplish. This is especially true if the employee is armed, as some security drivers are.

The sample job description that we prepared is offered here. We believe that it properly addresses the requirements of the security driving profession:

Job title. Security driver.

Job summary: Drives automobile to safely and efficiently transport corporate executives, dignitaries and others deemed at risk while performing the following essential duties.

Essential duties and responsibilities:

- Reads and understands specific vehicle operating manual and is able to operate every device in the car.
- Reads and understands roadmaps; employs available Global Positioning Satellite navigational devices.
- Obeys all traffic laws and limits.
- Masters "vehicle dynamics", defensive and escape and evasion driving skills in a scored and evaluated training program; re-trains and re-certifies every two years.
- Advances routes to be followed and alternates. Performs and documents route surveys, identifying safe havens and emergency resources, "choke points", "danger zones", and "zones of total predictability".
- Learns and practices surveillance detection and pre-attack recognition and avoidance skills.
- Greets passengers and assists them in entering and leaving the vehicle. May assist with baggage handling and with umbrella in foul weather.
(Note: In high risk assignments, the security driver is required to remain

behind the wheel at all times, while others on the protection detail open doors, handle luggage and umbrellas, etc.)

- Maintains automobile in clean, polished, flawless operating condition.
- Visually inspects and manually tests vehicle pre-departure and before accepting passengers. Employs vehicle bomb-search protocol when necessary.
- Maintains and operates communications devices, emergency response and contingency equipment, including fire extinguisher, flares or reflectors, chains, shovel, blankets, survival supplies, defensive and diversionary devices.
- Understands the "defensive use of force continuum" doctrine of the organization. *(Optional)*
- Masters non-lethal defensive skills and equipment. *(Optional)*
- Maintains, carries and deploys firearms in extreme emergencies. Receives firearms training and qualifies semi-annually on an approved and scored defensive firearms course. *(Optional.)*
- Responds to medical emergencies occurring to passengers en route.
- Drives during irregular hours in daylight and nighttime hours; stays overnight on extended trips.
- Interacts effectively with corporate travel, security and executive protection personnel and managers.

Requirements. These skills and qualifications are essential to the security driver assignment.

- Possession of a valid Chauffeur or Commercial Driver's License and a safe driving record reviewed annually.
- Successfully undergoes employment, reference, criminal and civil background check.
- Tested and evaluated free of alcohol or substance abuse.
- Undergo evaluation through recognized behavioral characteristics test.
- Has ability to sit and stand for long periods and to lift up to 75 pounds.
- Close and distance vision corrected to 20/20 in both eyes; normal night, color and peripheral vision, as well as depth perception.
- Able to speak clearly in English and to hear and understand normal conversation, as well as unusual vehicle sounds, horns, sirens and other ordinary traffic sounds and warnings.
- Able to read and understand rules, operating and maintenance manuals, company procedures and customary travel documents in English.
- Able to solve practical problems and react quickly and calmly to changing or emergency circumstances.
- Certification in American Red Cross Standard First Aid, CPR and AED techniques.
- Normal or superior overall health and reaction times.

Useful attributes. These skills and qualities enhance the ability of the security driver to succeed.

- Ability to read, write and speak one or more languages other than English.
- Extensive knowledge of streets, roads, rail stations and airports in areas most traveled by frequent passengers.
- Certification as American Red Cross Medical First Responder or Emergency Medical Technician.
- Superior physical fitness.
- Exceptional driving skills.
- Courteous and accommodating attitude.
- Demonstrated discretion in all matters related to the assignment, including confidential information seen and heard.
- Moderate or no drinking of alcohol, and never within eight hours of a driving assignment.
- Moderate or no smoking, and never in the car or in the presence of passengers.

Those responsible for managing protective vehicle operations must obviously pick, choose and adapt the criteria that fit their specific requirements; however, this Crossroads example may serve as a useful template.