

Limousine Driver Job Description

Duties and Responsibilities:

- Report to the office or garage daily for work
- Pick up clients and safely convey them to their destinations
- Introduce self in a friendly but professional manner to each client
- Open the door for the client to enter or exit the limo
- Vacuum clean the interior of the limo and ensure that the external is properly washed and shined before and after each duty
- Carry out regular inspection on the limo before and after each run
- Help clients to load and unload their luggage
- Collect all extra charges from clients when ordered to do so the manager or dispatcher
- Listen and answer all questions from clients as intelligently as possible
- Assist guests to get in and out of the car when needed
- Inspect the limo regularly and perform minor repairs and, maintenance
- Run errands for guests when necessary.

Limousine Driver Requirements – Skills, Knowledge, and Abilities

- Good driving skill: No company wants to have their costly sedan bashed by a reckless driver. Worst still, no company wants to lose their customers' trust. So, most limo or leisure companies only hire experienced and skilled drivers. Hands-on experience driving either a sedan or other types of vehicle is necessary. In addition, he/she must have a clean driving record. He/she must be careful and patient behind the wheel and must know routes to maneuver traffic congestion seamlessly
- Punctual: Most limo drivers are employed by limo services or leisure companies. So, punctuality is expected from the driver when going to work and when scheduled to meet a client. Clients pay premium fees for the limo experience and usually on appointment for an occasion or meeting. Arriving late for appointments will mean that your client may also go late for his or her appointment.

- Effective communication and friendliness: You are expected to welcome each client with a smile and warm greeting. Open the door and make him or her feel relaxed. Assure him or her that you are the best and promise to make the experience worthwhile. You should be able to dictate the mood of the client and determine if he or she is in the mood for a conversation. Never bore him or her with irrelevant conversation; neither should you argue with him/her.
- In-depth knowledge of routes in the area you run is imperative. In addition, map reading, and the ability to use GPRS devices is also necessary. It is also important to know the destination of the client beforehand as this will enable you plan for the trip and chart better routes to the destination to avoid delays due to traffic congestion or wrongly taking longer routes.