



## Talent Selection Strategy



Benchmarking	Recruiting
Development	Retention

# EXECUTIVE PROTECTION DRIVER

**Prepared by:**  
**Al Robinette**  
CPCC CPHDA, CPBA, CPDFA, CPCA, MS  
Career Path Consulting & Development, LLC.  
888-431-2723  
Al@careerpathcd.com  
www.careerpathcd.com  
April 4, 2018



# EXECUTIVE PROTECTION DRIVER

## BENCHMARK & JOB DESCRIPTION

Executive protection is a specialized field of the private security industry. There are multiple positions within this field that focus on specific types of assignments, geographic areas, priorities, risk, etc. This specific job description focuses on the **Executive Protection Driver** position. The following outlines the minimum requirements, general responsibilities, KSA (Knowledge, Skills, Abilities), and Key Accountabilities to be successful within the PRS organization. The key accountabilities represent extensive research and subject matter expert input to ensure the position aligns with the organizational needs.

Key Accountabilities	Rank	Weight
The driver is responsible for providing safe and secure transport through professional and lawful driving behaviors in a properly maintained transport. Driver is expected to maintain professional appearance per assignment requirements in order to protect company image and client safety.	1	20%
The driver must provide a comprehensive intelligence plan to include route planning, emergency contingencies, client comforts, communication with other supporting parties while consistently maintaining situational awareness.	2	40%
Provides safe, efficient, comfortable transportation in a manner that allows for undisturbed business activity and peace of mind for the client's entire travel experience.	3	13%
Ensures privacy/confidentiality of the principal in all communications and placement	4	7%

\*Weights equal 80% of job time spent. The remaining 20% is left open to allow flexibility in responsibilities.

# EXECUTIVE PROTECTION DRIVER

**Employment  
Type:**  
Full-Time

**Minimum  
Experience:**  
3+ Years

**Location:**  
Arlington,  
Washington

**Compensation:**  
Based on  
Experience

Premier Risk Solutions is a Best-in-Class Private Security Services and Consulting provider. PRS works with organizations and individuals on a global scale allowing for scalability & agility in meeting evolving business objectives with resources in 70 countries. The PRS leadership team has over 150 years of combined industry experience and knowledge.

Are you ready to join an innovative team and industry leader? If you answered yes, then apply now!

We are seeking an experienced Executive Protection Driver to fill an immediate opening. This position provides security driver services for high-level individuals such as VIP's, C-Suite Executives, Dignitaries and other individuals as needed.

## PRIMARY RESPONSIBILITIES

**The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of individuals assigned to this job**

- Creation and Timely Execution of comprehensive intelligence plans
- Development of contingency plan
- Provide safe, efficient, comfortable ground transportation (armed as applicable)
- Ensure privacy & confidentiality of the principal at all times
- Effectively communicate with all supporting parties
- Consistently maintain situational awareness
- Must be flexible & available on a short notice
- Driver appearance must be professional and within guidelines of assignment requirements
- Must ensure vehicle is in safe and reliable operating order
- Follow all local, state, and federal laws while providing driving and protection services

## MINIMUM QUALIFICATIONS

### KNOWLEDGE

- 3+ Years' Security Driver Position Experience
- Associates Degree (relevant experience can be substituted)
- Law Enforcement or Military Experience highly preferred
- Experience with Local Road and Route traffic patterns and driving highly preferred
- Basic Computer Skills-MS Office, Apple Products, Internet Search, Intelligence Resources
- Current understanding and knowledge of all applicable federal, state, & local laws & regulations

## KEY SKILLS

- Time & Priority Management
- Personal Accountability
- Flexibility
- Practical Thinking
- Problem Solving
- Resiliency
- Diplomacy
- Teamwork
- Self-Starting
- Goal Orientation
- Role Awareness

## ABILITIES

- Valid Driver's License and Clean Driving Record
- Ability to pass a comprehensive local, state & federal background check
- Ability to pass drug screening
- Complete EEOC compliant applicant assessment
- Be in good standing with all required licensures for area of assignment
- Strong Written & Verbal Communication Skills. Must be fluent in the English language (read, write, speak)
- Well Developed EQ Skills (Emotional Intelligence)
- U.S. Positions Only: Each driver shall be a citizen of the USA, or an alien who has been lawfully admitted for permanent residence as evidenced by alien Registration Receipt Card Form 1-151, or who presents other evidence from the INS that he/she is authorized to engage in employment. This position does not offer sponsorship.
- Conduct investigations, preparing for and presenting security briefings to stakeholders
- Some overnight and extended travel may be required as needed
- Provide all tools necessary and applicable to the position such as appropriate attire, firearm & vehicle

## PREFERRED QUALIFICATIONS

Preference will be given to candidates who have the following:

- Concealed Weapon Permit or Reciprocity for State of Assignment
- ATAP Certified Threat Manager and/or ASIS Certified Protection Professional (Certification Current)
- Escape and Evasion Driving Certification from reputable driving school
- Bi-lingual Skills Recommended
- Bachelor's Degree or higher. Relevant experience can be substituted

## PHYSICAL DEMANDS

The following outlines the general physical demands of an individual placed into this position to successfully complete the job requirements. Reasonable accommodations may be made to allow disabled individuals to perform the essential functions of the job.

- Lifting up to 50lbs
- Extended Periods of Sitting, Standing, & Driving
- Ability to see in daytime and nighttime with 20/20 vision natural or corrective
- Ability to work indoor, outdoor & inclement weather environments for extended periods of time
- Exposure to sun, dust, loud noises, varying temperatures, and other environmental conditions

## EQUAL OPPORTUNITY EMPLOYER

Premier Risk Solutions (PRS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. PRS complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.