

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Delivery Services Driver	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Procurement & Distribution	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	031 OSS
REVISED:	March 26, 2002		

BASIC FUNCTION:

Operate a delivery services vehicle (up to 10,000 GVW); provide daily loading, unloading, pick-up, delivery, or transfer of mail, monies, confidential items, data processing and other materials.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Drive assigned delivery services vehicle on regularly scheduled routes and unscheduled trips to specified delivery locations at schools, district facilities and other sites. **E**

Load and unload vehicle; pick up, carry, and deliver mail, materials, and monies to specified locations; secure confidential items, monies, stamps, tokens, warrants, bonds, securities, data processing tapes, and other valuables. **E**

May sort parcels, custom mail, and data processing materials; may transport postal machines, audio-visual supplies, light equipment, and other items.

Verify materials and valuables to be transported against transmittal papers; obtain signed receipts for transmittal of monies, valuables, confidential items, registered and certified mail. **E**

Develop via-directions for assigned routes; inspect, verify, and monitor the operational condition of the vehicle and accessories on a daily basis. **E**

Practice defensive driving techniques; anticipate and immediately report possible entrapment and surveillance of route while operating vehicles. **E**

Monitor, operate and respond to communication via two-way radio; monitor gauges and sensors while operating vehicle, report discrepancies, and initiate corrective action; submit reports of vehicle condition, route time, and mileage and fuel consumption as required; maintain cleanliness of vehicles; regularly fuel vehicles and provide minor maintenance; periodically participate in mandated meetings and inservice programs. **E**

Maintain effective and professional working relationships with district staff and the public. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year of recent, full-time equivalent paid driving experience involving the operation of light trucks or other commercial vehicles on public streets and highways.

LICENSES AND OTHER REQUIREMENTS:

Possession of valid California driver's license appropriate to the type of equipment and/or vehicle operated.

Any moving violation or chargeable accidents in applicant's driving history within 37 calendar months prior to the application date will be evaluated and may be considered disqualifying.

Ability to be bonded.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of a vehicle with a gross vehicle weight of up to 10,000 lbs. and related accessory equipment for performance of delivery services.

Efficient and safe loading and unloading techniques.

Vehicle code regulations pertaining to operation of commercial vehicles.

ABILITY TO:

Operate vehicle (up to 10,000 lbs. GVW) and related accessory equipment for performance of delivery services.

Communicate effectively orally and in writing, in communicating effectively via two-way radio, and in preparing written reports.

Establish and maintain effective working relationships with all levels of district staff, and the public.

Meet schedules and time lines and maintain specific time schedules in urban traffic and varied weather conditions.

Read and interpret maps, compass directions, 24-hour clock time, schedules, and procedural instructions.

Rapidly learn assigned routes and operation of equipment related to duties.

WORKING CONDITIONS:

ENVIRONMENT:

Driving in varied topographical, weather, and urban traffic conditions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; driving a vehicle in various conditions, dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to load and unload cargo, materials, and other items, and supplies; frequent lifting of heavy objects.

Job Code 8400

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