

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Lead Delivery Services Driver	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Business Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	037 OSS
REVISED:	November 12, 2002		

BASIC FUNCTION:

Direct and participate in the work of delivery services drivers to provide daily loading, unloading, pick-up, delivery, or transfer of mail, monies, confidential items, data processing, and other materials; assign drivers and routes and determine work assignments.

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

Lead and work with delivery services drivers in the proper loading and delivery of scheduled and unscheduled trips to schools, district facilities, and other sites. **E**

Establish delivery routes and assign drivers; drive regularly scheduled and unscheduled routes. **E**

Train new drivers. **E**

Act as a liaison with district sites in solving pick-up or delivery problems. **E**

Coordinate maintenance and repair to minimize down-time of vehicles. **E**

Load and unload vehicle. **E**

Pick up, transport, and deliver mail, materials, and monies to specified locations. **E**

Receive, disburse, and secure confidential items, monies, warrants, bonds, securities, data processing tapes, and other valuables. **E**

Serve as liaison between sites and bank by coordinating delivery of monies with the contract couriers. **E**

Trace and identify lost or misplaced materials. **E**

Verify materials and valuables to be transported against transmittal paper. **E**

Obtain signed receipts for transmittal of monies, valuables, confidential items, registered and certified mail. **E**

Develop via-directions for assigned routes. **E**

Inspect, verify, and monitor the operational condition of the vehicle and accessories on a daily basis. **E**

Practice defensive driving techniques. **E**

Anticipate and immediately report possible entrapment and route surveillance while operating vehicles. **E**

Operate a two-way radio. **E**

Report discrepancies and initiate corrective action. **E**

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

Submit reports of vehicle condition, route time, mileage, and fuel consumption, as required. **E**

Maintain cleanliness of vehicles. **E**

Regularly fuels vehicle and provides minor maintenance. **E**

Participate in mandated meetings and inservice programs. **E**

May sort parcels, custom mail, and data processing materials.

May transport postal machines, audio-visual supplies, light equipment and other items.

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, preferably as a district Delivery Services Driver.

LICENSES AND OTHER REQUIREMENTS:

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

Any moving citations 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:

Efficient loading and unloading techniques.

Reading and writing English communication skills.

Assigned routes and operation of equipment related to duties.

Vehicle code and regulations pertaining to operation of commercial vehicles

ABILITY TO:

Effectively communicate via two-way radio and in preparing written reports.

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

Maintain specific time schedules in urban traffic and varied weather conditions.

Establish and assign efficient routes and lead the work of others.

Establish and maintain effective working relationships with others.

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

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Work independently with little direction.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments; driving a truck.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; keeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; frequent lifting of heavy objects.

Issued 6/92

Job Code 8401

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