

AVON LAKE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: DELIVERY DRIVER

File 703

Reports to: Transportation Supervisor

Job Objectives: Delivers supplies and equipment to buildings and job sites.

- Minimum Qualifications:**
- High school diploma or GED.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Keeps current with technological advances and workplace innovations that support job functions.
 - Valid driver's license. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier. Valid Ohio Commercial Drivers License (CDL).
 - Satisfactory pre-employment and ongoing random drug/alcohol test results.
 - Customer-service focus and the ability to give careful attention to detail.
 - Self-directed and able to learn required skills for the position.
 - Ability to physically manage bulk products and heavy equipment.
 - Ability to cope with stressful traffic and weather conditions.
 - Ability to comply with Material Safety Data Sheets (MSDS).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation as defined by law may be made to enable a qualified individual with a disability to perform essential functions.

- Checks with the custodial/maintenance supervisor for assignments and/or instructions. Carefully follows all directions. Seeks advice when expectations are unclear.
- Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures.
- Promotes professionalism. Supports community partnerships that enhance district programs.
- Assumes responsibility for the interior/exterior cleanliness of the vehicle.
- Performs vehicle safety inspections. Checks fire, emergency equipment, and first aid supplies. Reports equipment malfunctions in writing.
- Fuels and washes the vehicle.
- Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.). Practices defensive driving techniques.
- Uses proper protocol when operating communication equipment.
- Immediately reports all traffic citations, accidents, or property damage incurred during the assigned duties. Promptly documents all injuries that require medical attention.
- Provides dependable service. Offers suggestions for efficient routing. Transports only authorized passengers. Reports road hazards that require a departure from the delivery schedule. *Note:* Safety is the top priority even if delays disrupt the delivery schedule.
- Loads the vehicle. Sorts items for efficient routing. Delivers and/or picks up materials as directed. Follows established procedures that enable stored materials to be found easily.
- Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Acts responsibly to protect district equipment and property. Secures the truck and storage areas as directed. Takes appropriate action during adverse weather conditions.
- Takes precautions to ensure safety. Watches for conduct that may indicate a problem. Works with staff to eliminate unacceptable behavior.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Accepts responsibility for personal decisions and conduct.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Completes paperwork accurately. Verifies and correctly enters information.
- Maintains an acceptable attendance record and is punctual.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, working at various heights, and in confined spaces.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Avon Lake City School District Board of Education.

The Avon Lake City School District Board of Education is an equal opportunity employer. This job description summary is subject to modifications in response to funding variables, new technologies, revised operating procedures, productivity factors, and unforeseen events.