

August 30, 2017

## **NOTICE OF VACANCY**

**Position:** Part-time Courier / Driver  
**Building:** Bus Garage  
**Reports to:** Superintendent and/or Transportation Director  
**Hours:** School Year, as needed  
(Up to five hours per school day)

### **Minimum Qualifications:**

- High School graduate or equivalent
- Valid driver's license
- Ability to operate a minivan safely within all traffic laws and regulations
- Ability to lift up to fifty (50) pounds, frequent stooping, bending, kneeling and reaching.
- Submit and pass drug and alcohol testing as required by law
- Successfully pass a criminal history and background check

### **Preferred Qualifications:**

- Valid chauffeurs driver's license

### **General Description:**

Pick up, sort, and deliver mail at each school location and post office, together with interschool deliveries via the ISD's mail hub at the Career Center.

Deliver and pick up bank bags to and from the bank, as needed.

Maintain cooperative relationships with school staff.

Work closely with school personnel in establishing mail pick up and delivery routes and schedules.

Maintain confidentiality in the conduct of district business.

Comply with all safety rules and regulations regarding operation of the District minivan.

The Courier / Driver employee is responsible for the safe, accurate and efficient receipt and delivery of mail or other items and out of the district using the District's van.

Driving a vehicle exposes employee to potential road hazards, such as accidents, dust, vehicle exhaust fumes, loud noise, and adverse weather conditions. Exposure to potential physical hazards when loading and unloading mail van and carrying mail tubs and packages over unlevelled ground and up or down stairways.

### **Interested applicants should apply in writing to:**

Board of Education Office  
P O Box 9  
Stanton, Michigan 48888

### **Deadline:**

Until filled