



SJCOE
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Job Description

POSITION TITLE: Luggage/Delivery Driver (Temporary) #4026

SALARY PLACEMENT: Short-Term Employee Hourly Salary Schedule

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a High School diploma or equivalent. Possess an appropriate California driver's license and provide H6 Driving Record from the California Department of Motor Vehicles. Also must be able to lift, carry, push and pull items weighing 75 pounds with frequent lifting and carrying objects weighing up to 100 pounds to load and unload vehicles. Operate a delivery vehicle that may be a car, van or utility truck.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess the ability to exercise good judgment and extreme caution. Knowledge of California Highway Patrol regulations as they relate to driving in all types of weather and road conditions including mountainous terrain, safe driving practices, and provisions of the California Vehicle Code. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to deliver supplies on schedule and in a timely manner; learn routes and schedules; receive, issue and collect supplies; communicate with school and District personnel effectively; assist in maintaining accurate records. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier.

SUMMARY OF POSITION:

Under general supervision, makes scheduled and timely deliveries and pickups to schools and other designated locations.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Maintain and enforce school district rules, regulations, and policies for the safety and security of District property.
2. Transport luggage or other objects to various locations by reading, developing, and maintaining route maps along with mileage records.
3. Assures maintenance of vehicle in safe and clean operating condition; report needed mechanical repairs.
4. Prepare incident reports as necessary.
5. Maintain the required California Driver's License, and other licenses or certificates which may be required for transportation.
6. Analyze and implement strategies in emergency situations.
7. Attend scheduled meetings and safety programs.
8. Develop and maintain positive, cooperative relationships with students, parents, staff, and the community.
9. Maintain confidentiality on job related matters.
10. Communicate effectively both orally and in writing.
11. Perform other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.

3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone or two-way radio.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 100 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to drive to and from various locations, including those in urban areas and mountainous terrain, be exposed to noise, dust, fumes, gases, and vibrations; and come in direct contact with SJCOE/District staff, parents, students and the public-at-large.

7/11/2019 final sc