

MARION COUNTY JOB DESCRIPTION

Position Title: Delivery Driver	Class Code: 7963
Department: Transportation	
Reports To: Director of Transportation	
Approved By: Marion County Board of Education	Date: November 2010

SUMMARY: Drives transportation vehicle to transport students over specified routes according to time schedule. Complies with traffic regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Drive a transportation vehicle over assigned routes in accordance with an established time schedule.
- Assist in evaluating transportation routes, and report unsafe road conditions.
- Transport children to and from school.
- Load and unload students safely at designated stops and on study trips.
- Plan, organize and implement student safety and pupil transportation vehicle evacuation drills.
- Maintain transportation vehicle in a clean and orderly condition, and inspect and report any mechanical defects or malfunctions.
- Adhere to policies and procedures in maintaining appropriate student behavior.
- Respond to public contacts concerning transportation problems and concerns.
- Complete the daily transportation activity record, including number of students transported, mileage, type of trip, and standby time.
- May transport children with special learning needs and physical handicaps.
- Administer first aid as required, and contact appropriate administrators in case of serious injury or illness.

SUPERVISORY RESPONSIBILITIES: Supervises students while transporting them.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED). Must be able to pass physical including drug test.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a valid Kentucky Motor Vehicle Operator's License.

LANGUAGE SKILLS: Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES: Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps. Ability to pass State Skill Test, State Written Test, Department of Transportation physical and MDE Basic Training Program. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm or finger motion many times. The employee frequently uses hand strength to grasp tools and is continuously driving on the job. The employee must occasionally lift and/or move up to 75 pounds such as students. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is moderate.