



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: DELIVERY DRIVER

BASIC FUNCTION:

Receives general supervision from a supervisory position to pick-up and deliver mail, packages, food and other District materials to schools and offices; drive a light truck as assigned; perform related clerical and record keeping duties; and perform related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Drive a District vehicle to make routine or special pick ups and deliveries of mail, educational materials, food or other materials.

Pick up and deliver mail to District offices and schools.

Deliver food from District central or packaging kitchens to schools or other District facilities.

Make emergency or non-routine deliveries of maintenance or educational materials.

Obtain proper receipts and documentation as required.

Pick up and transport monies from school cafeterias and other District offices.

Sort and route materials being delivered.

Make pick ups at, or deliveries to local banks, post offices or similar establishments.

Load and unload District vehicles.

Perform related duties as assigned.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

Delivery Driver – Continued

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operation and maintenance of District vehicles, including safe driving practices.
- Motor vehicle laws as they apply to vehicle operation.
- Methods of rigging and loading a variety of materials.
- Proper methods for securing valuables.
- Oral and written communication skills.

ABILITY TO:

- Operate vehicles skillfully and in accordance with traffic regulations.
- Carry out oral and written instructions.
- Use scales and metering machines.
- Efficiently execute a regular delivery route.
- Read and write at the level required for successful performance on the job.
- Physical capability sufficient to perform job tasks.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to completion of one year of experience in delivery or shipping work, including training in the operation of light or heavy trucks.

License or Certificate

Possession of a valid California driver's license is required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

As required must wear protective safety boots.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Lift and/or carry up to 40 lbs at waist height for short distances.
- Occasionally lift and/or carry up to 60 lbs at waist height for short distances.
- Occasionally lift up to 60 lbs at shoulder height.
- Dexterity of hands and fingers to operate a variety of trade tools.
- Walk and/or stand for extended periods of time.
- See to perform assigned duties.
- Push/pull up to 200 lbs for short distances.
- Occasionally push/pull up to 350 lbs. for short distances.

Delivery Driver – Continued

- Bend at the waist, kneel and stoop.
- Frequently grasp, reach overhead, above the shoulders and horizontally.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

HAZARDS:

Exposure to freezing temperatures

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 33