

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: DELIVERY DRIVER

BASIC FUNCTION:

Provide system-wide service for the unloading, loading, delivery, transfer, and placement of food, supplies, textbooks, furniture, mail, and equipment; transport specified items in a safe, efficient manner.

REPRESENTATIVE DUTIES:

Provide for vehicle maintenance and operate assigned vehicles.

Deliver mail, food, supplies, textbooks, furniture, and equipment to schools and offices in the District; transport specified items in a safe, efficient manner.

Load and unload incoming and outgoing freight.

Place food commodities in specified areas in individual schools as assigned.

Assist in a variety of warehouse operations including receiving, storage, stock issue, and maintenance of inventory.

Assist with moving materials, supplies, commodities, furniture, and equipment for the schools and offices as requested.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Traffic laws, defensive driving techniques, and rules of the road.

Interpersonal skills using tact, patience, and courtesy.

Proper lifting techniques.

Map reading techniques.

ABILITY TO:

Drive an assigned District vehicle to pick-up and deliver parts, supplies, equipment, materials, and other items.

Receive requests, prioritize, and prepare daily work schedules.

Plan routes for destination.

Understand and follow oral and written directions.

Work cooperatively with others.

Observe legal and defensive driving practices.

Lift heavy objects.
Work independently with little direction.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license and a safe driving record.