

DELIVERY DRIVER

DEFINITION

Under general supervision, drives a school vehicle in the pickup and delivery of mail, supplies, food, media materials, and other items to schools, cafeterias and offices; assists in the warehouse; and performs related work as required.

CLASS CHARACTERISTICS

Positions in this class are assigned to central warehouse, media, food services or Information Services. Duties may vary by assignment, but basic truck driving and delivery duties are common to all positions.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

Some positions may require possession of a valid and appropriate California class B license.

EXAMPLES OF DUTIES

Drives a truck on a regular route to various schools and offices. *E*

Loads, unloads, assembles, and delivers requested materials from district warehouse, storage facilities, media, and offices to schools. *E*

Unloads food and supplies at serving kitchens. *E*

Picks up and delivers mail. *E*

Assists in receiving materials, equipment, and supplies; verifies items for correct count, good condition, and general conformance to invoices. *E*

Maintains simple records of delivered supplies and materials. *E*

Performs routine maintenance of trucks and vans, such as inspecting, servicing, and fueling vehicles. *E*

Operates a forklift as assigned. *E*

Assists with wrapping, packing, and otherwise preparing parcels and goods for delivery or shipment. *E*

Assists in taking stock inventory. *E*

Performs custodial duties. *E*

Operates film inspection machine; repairs and cleans film. *E*

Performs routine food handling duties. *E*

EXAMPLES OF DUTIES (Cont.)

May sub for the warehouse storekeeper when necessary. *E*

Performs related work as required.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. Vehicle operation and routine maintenance;
2. Basic methods of safely loading, transporting and unloading, wrapping and shipping packages, supplies, and equipment;
3. Storage facilities appropriate to various types of foodstuffs;
4. Basic math;
5. Basic safety and sanitation for food preparation facilities; and
6. Proper storage and holding of perishable products.

**Ability to:**

1. Memorize delivery routes quickly;
2. Perform heavy lifting;
3. Adhere to strict time lines;
4. Perform a wide range of routine non-delivery duties;
5. Maintain simple records;
6. Operate light and medium-sized trucks observing legal and defensive driving practices;
7. Understand and carry out oral and written instructions;
8. Establish and maintain effective relationships with those contacted in the course of work;
9. Perform simple and repetitive tasks; and
10. Maintain work pace appropriate to given workload.

**EDUCATION**

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education and experience.

**EXPERIENCE**

Prior experience in the safe operation of a vehicle with validation from a recent (30 days) Department of Motor Vehicles (DMV) driving record.

**WORKING CONDITIONS**

**Environment:**

Warehouse and outdoor environment; subject to driving a vehicle to conduct work; regular exposure to fumes, dust and odors. Loading and unloading goods in extreme changes in temperature i.e. Walk-in freezers (below 10 degrees F)

Physical Abilities:

Lifting, carrying, pushing and pulling items weighing 100 pounds with frequent lifting and carrying objects 50 pounds to load and unload trucks; bending at the waist; reaching overhead, above the shoulders and horizontally; standing for extended periods of time; walking; dexterity of hands and fingers to operate related warehouse equipment and vehicles; seeing to read purchase orders.

Hazards:

Driving delivery vehicles in congested traffic conditions.

Revised: 7/81  
7/94  
12/00