

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED APRIL 2012
RANGE: 36.5
CLASSIFIED
CODE: 2, 3, 7, 9

ROUTE DRIVER

DEFINITION

Under general supervision, deliver and pick up instructional materials, equipment, and correspondence between the Office of Kern County Superintendent of Schools and County school districts;

perform a variety of record keeping functions pertaining to the warehouse distribution center;

do other related work as required.

EXAMPLES OF DUTIES

Deliver and pick up instructional materials and equipment on scheduled routes;

deliver and pick up inter-District, inter-County, and interoffice correspondence to and from Kern County Superintendent of Schools operated sites;

assist in shipping and receiving of instructional materials and equipment;

assist warehouse staff as necessary;

maintain simple records;

plan routes and delivery schedules;

load, unload, and operate a delivery vehicle;

perform simple maintenance tasks on delivery vehicle.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, procedures, and techniques pertaining to the receiving, distribution, and control of goods, materials, supplies, and equipment;

routine record management processes;

safe working methods and procedures.

Ability to:

Effectively and efficiently receive, store, and distribute instructional materials and equipment;

perform routine clerical and moderately heavy manual functions;

load, deliver, and unload instructional materials and equipment;

maintain critical delivery schedules;

sit for long periods of time;

walk moderate distances to deliver materials;

lift up to 50 pounds;

bend, stoop;

hear and see sufficiently to safely perform described duties;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

One year of experience in driving a delivery van or similar vehicle in a distribution or similar circumstance.

Education:

Equivalent to completion of the twelfth grade.

Conditions of employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

12/10/15

G:\Route Driver.doc