

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Driver **DATE:** May 21, 2003
REVISED: August 13, 2014

REPORTS TO: Director of Technology and Information Services **APPROVED BY:** Board of Directors

JOB SUMMARY: Ensure prompt and efficient delivery of supplies, equipment, mail, and other materials.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Travel to and from locations to pick-up or deliver materials such as mail, supplies, equipment and other materials in a manner that is prompt, efficient and safe.
2. Assists with scheduling and routing for all deliveries.
3. Perform and coordinate the loading and unloading of various vehicles.
4. Perform other duties as assigned by the Director of Technology and Information.

QUALIFICATIONS:

- Experienced driver for delivery operations is required
- High school diploma or equivalent is required
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Ability to bend, twist, kneel, stoop, climb, and crawl
- Ability to lift/carry supplies weighing 75 lbs. or more
- Ability to drive up to eighty percent (80%) of workday

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Ability to work in an external environment subject to temperatures below 32 degrees or above 100 degrees
- Subject to outside environmental conditions
- May be exposed to atmospheric conditions that include fumes and dust

TEMPERAMENT:

- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions

COGNITIVE ABILITY:

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Ability to drive a vehicle in a safe manner
- Must possess computer skills
- Must appropriately handle confidential information

LICENSE:

- Must possess valid driver's license

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)