

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Courier Driver (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. citizen or authorized alien
2. High School Diploma or equivalent
3. Shall take random alcohol and drug abuse testing if your job responsibilities involve driving a parish vehicle
4. Have the ability to understand and carry out oral and written instructions
5. Attention and care required to prevent injury to others while working
6. Shall adhere to assigned routes, schedules, safety procedures, and transportation laws
7. Physical ability to perform manual work
8. Possess a valid Louisiana Driver's License
9. Some experience preferred but not required

REPORTS TO: Assistant Superintendent or Director

JOB SUMMARY: This is a courier/delivery job assignment. Work includes delivery of educational media, supplies, equipment, and mail from schools and offices in both public and non-public schools in St. Tammany Parish.

ESSENTIAL JOB FUNCTIONS:

1. Load, unload, transport, and deliver educational media, supplies, equipment, and mail as requested.
2. Adhere to assigned routes, schedules, safety procedures, and transportation laws.
3. Performs all job responsibilities in a safe, timely and efficient manner.
4. Safely drive and operate the parish vehicle at all times.
5. Keep vehicle cleaned and maintained at all times. Report all issues, concerns, and difficulties in a timely manner to your supervisor.
6. Manage gas card appropriately, collect receipts and deliver to supervisor.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. May do related duties as assigned by appropriate authority.
2. Shall perform any type of assigned task.
3. When driver is not performing essential job functions, clerical and custodial duties will be assigned.

PHYSICAL DEMANDS:

1. Must be in good health.
2. Physical ability to perform manual work of loading and unloading delivery vehicle and any other physical duties needed.
3. Good physical condition and sufficient strength to do moderate lifting, carrying, standing, bending, pulling, pushing, and reaching up and down.

ENVIRONMENTAL CONDITIONS: The courier driver performs duties both inside and outside. The worker can be exposed to temperature variations of hot and cold.

TERMS OF EMPLOYMENT: Twelve months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy for Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to change in job content, organization structure, or state and federal laws.

Approved by: _____

DATE: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Reviewed and Agreed to by: _____

DATE: _____

Employee

Employee's Name (Please Print)

Employee Identification Number

Original- Human Resources Dept.

Copy- Supervisor

Copy- Employee