KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Truck Driver					
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Director of Business Services and Warehouse Supervisor			
EDUCATION:	High School Diploma or GED Equivalent	FLSA Status:	Non-Exempt			
LENGTH OF WORK YEAR:	220 Days/Year					
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.					
GENERAL JOB DESCRIPTION:	Drives District vehicle to deliver the in-district mail and freight while maintaining a set schedule. Performs daily pre-trip of vehicle, fuels, keeps vehicle clean and informs supervisor of needed maintenance and repairs. Sorts District mail prior to route, during route and returns mail to the District office. Must be able to drive vehicle safely in all weather conditions. Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the SDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.					

MINIMUM QUALIFICATIONS:

- Considerable knowledge of warehouse methods and practices.
- Considerable knowledge of inventory recordkeeping and control methods.
- Considerable knowledge of transportation agencies and shipping methods.
- Ability to perform strenuous manual labor, such as lifting heavy weight.
- Ability to be trained in the operation of forklifts, pallet-jacks, both hydraulic and electric and other warehouse equipment in a safe manner.

Process and handle a variety of food, industrial, mechanical or office supply items of considerable value.

- Ability to follow written and oral instructions.
- Commercial Driver's License or the ability to obtain in a timely manner.

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

Commercial Driver's License required.

	3.	Loads and unloads delivery trucks for the purpose of receiving stock and/or filling orders for transport.
	4.	Drives vehicles (e.g. truck, van, forklift, etc.) for the purpose of transporting orders and materials to designated sites.
	5.	Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
	6.	Transports a variety of items (e.g. records/files, supplies, equipment, materials, mail, checks, etc.) for the purpose of receiving and/or delivering materials on both scheduled and unscheduled pickup and delivery routes.
Ī	7.	Ensures adherence to local, state, and federal policies.
	8.	Receive general instructions on procedures to be followed and apply proper warehousing methods to eliminate problems and maintain good recordkeeping.
Ī	9.	Assist in annual inventory of the warehouse.
	10.	Marks materials with identifying information using appropriate method.
	11.	Moves materials and items from receiving or storage areas to shipping or to other designated areas.
	12.	Wears proper safety equipment.

PHYSICAL REQUIREMENTS (Mark appropriate box)

14. Other duties as assigned.

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					Х
11-20 lbs.					Х

13. Must have regular and punctual attendance and must be flexible in hours worked.

21-50 lbs.					х
51-75 lbs.				х	
76-100 lbs.			х		
> 100 lbs.			х		
Maximum amount lifted by worker without assistance: 75 Lbs.					
If required, lifts	over _75lbs	. are perforr	ned with two or mo	ore people or lift d	evices.

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					Х
11-20 lbs.					Х
21-50 lbs.					Х
51-75 lbs.				х	
76-100 lbs.	Х				
> 100 lbs.	Х				
Maximum am	ount carried b	y worker withou	t assistance: 75 Lbs	•	
If required, ca	rrying over _7	5lbs. are pe	rformed with two or	more people or l	ift devices.

PUSHING/PULLING FORCE TO BE EXERTED								
Pounds	Neven	Seldom	Occasionally	Frequently	Continuously			
	Never	1-5%	6-33%	34-66%	67-100%			
1-10 lbs.				x				
11-20 lbs.				х				
21-50 lbs.				х				
51-75 lbs.			Х					
76-100 lbs.		х						
> 100 lbs.	х							
Maximum w	eight of object p	ushed/pulled b	y worker: 75 Lbs.					
Distance:	Type of Sur	face: (i.e. level,	carpet, tile):					

ENVIRONMENT (WORK C	CONDITIONS)*		
Works Inside _10 time.	_% of the time	/	Works Outside90% of the
Temperature Extremes	: Yes		
Works on or around mo	oving machinery	or mec	hanical parts: Yes)

^{*}Varies by location and season of the year.

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				х	
Twist			Х		
Crouch/Squat				Х	
Kneel		Х			
Crawl		Х			
Walk-Level Surface					х
Walk-Uneven Surface				х	
Climb Steps			х		
Climb Ladder			х		
Work at Heights			х		
Reach at or Above Shoulder				х	
Reach Below Shoulder				х	
Use of Arms					х
Use of Wrists					х
Use of Hands					х

Grasping/Squeezing			х
Operate Foot Controls			Х

END	URANCE							
	Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
	Sitting				Х			
	Standing					х		
	Walking					х		
	Change Positions					Х		

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and	d attest to my ability to pe	rform the essential function	ons of the position
Print Employee Name	Employee Si	gnature	Date
Employer Representative (Immediate Supervisor):			
Print Name	Title	Signature	
Prepared by: <u>Director of Human Resources</u>			
In the event of an on the job injury:			
For physician to complete:			
Is this job appropriate? Yes No	Date of Release:		
If not released to regular work at this time	, please provide an "Al	NTICIPATED" DATE:	
Dhusisian/s Cignoture	Dete	-	
Physician's Signature	Date		