

## **JOB DESCRIPTION FOR FOLEY PUBLIC SCHOOLS**

**JOB TITLE:** Interschool Delivery

**JOB SUMMARY:** To deliver mail to the appropriate buildings on a routine basis during the calendar year.

**REPORTS TO:** Transportation Supervisor

**LOCATION:** Bus Garage

### **MAJOR JOB DUTIES:**

#### **Essential Functions:**

- Pick up internal mail, bank deposits, supplies, and other materials as designated at each school building to deliver to appropriate sites.
- Transport mail from post office to appropriate sites.
- Transport bank deposits to bank.
- Post all outgoing mail appropriately, sorts, and transports to post office.
- Transport meals to ALC.
- Locate and tag all new fixed assets in the system and reports discrepancies to Business Manager and Superintendent.
- Other duties as assigned.

### **Qualifications including Education/Skills/Training Required:**

***Licenses/Certification:*** Valid Class D Minnesota Driver's license with no moving violations on vehicle record. The van driver must be deemed insurable by the district's insurance carrier. A Motor Vehicle Record (MVR) review will be conducted annually

Also, good people skills, , and Bloodborne pathogen annual training.

Must maintain confidentiality

Awareness of co-workers time constraints

### **Physical Demands of the Position:**

The driver has a moderately strenuous job. The Driver must sit for periods of time and requires intense concentration, particularly in poor driving conditions. While performing the duties of this

job, the employee is frequently required to sit; use hands to finger, handle, or feel; use foot controls to drive; reach with hands and arms; climb; bend, stoop, and kneel; and talk or hear. The employee must be physically able to perform and demonstrate to having the ability be able to lift at least 20 lbs and bend regularly. Specific vision abilities required by this job include close vision, distance vision, night/dusk vision, color vision, and peripheral vision.

### **Working Conditions:**

The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent include the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands. The Driver must work in all different weather conditions including extreme cold and extreme heat. While performing the duties of this job, the employee is frequently exposed to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving a van; and traffic. The employee is occasionally exposed to moving mechanical parts and outside weather conditions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment may frequently be loud.

### **Disclaimer:**

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

**Bargaining Unit:** Individual Contract

Approved by Foley School Board on May 27, 2003, revised on May 5, 2006 and December 17, 2007, revision approved February 27, 2017

*Foley Independent School District is an Equal Opportunity/Affirmative Action Employer. The District does not discriminate based on gender, race, national origin, creed, age, marital status or disability and will provide reasonable accommodations to qualified individuals with disabilities.*