

DRIVER

DEFINITION

Operates various types of District vehicles to transport students and/or District staff and assists in the delivery of mail, materials and supplies on and off-campus location.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received from the Chief of Campus Police, and direction is provided by the Mail Services Worker.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Provides shuttle service for District staff during morning arrival and afternoon departure times.

Transports students and staff from a satellite office/campus or parking lot to main campus.

Responsible for preventative maintenance, routine cleaning and safety check of District vehicles used for shuttle service.

Assists Mail Services Worker in pick-up/delivery of U.S. mail and District mail on and off-campus.

Provides back-up services (mail metering, mail processing, mail delivery, etc.) in the absence of the Mail Services Worker. May be required to work additional hours on "as-needed" basis.

Provides back-up delivery service of District materials/supplies on and off- campus as needed.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic preventative maintenance standards for vehicles.

California Highway Patrol and Department of Motor Vehicle regulations pertaining to multi-passenger van.

Ability to:

Ability to operate a multi-passenger van and various District vehicles.

Ability to read and write English.

Follow oral and written directions.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Six months driving multi-passenger vans.

License or Certificate:

Possession of a valid State of California Class 2 driver's license including the required medical clearance for Class 2 driver license.

Must possess or able to obtain reliable watch or other timepiece.

Must be able to produce a current D.M.V. print-out of driving record.

ASSIGNMENT:

Position requires the adherence to a "split shift" with the following suggested working schedule: 6:30 am – 12:00 pm and 3:00 pm – 6:30 pm, Monday – Friday or working schedule may be changed on a semester basis as the need requires.