

Van Driver

Reports to: Program Supervisor
Region or Department: Media

Classification: Classified I
Date: 9/23

Job Summary:

Provides efficient transportation and delivery of instructional, administrative and miscellaneous materials to schools.

Qualifications:

1. High school graduate
2. Valid Iowa driver's license, acceptable driving record.

Essential Functions:

1. Delivers and picks up materials from client locations.
2. Maintains the time schedule set mutually by the van driver and supervisor.
3. Maintains all records associated with the delivery of materials.
4. Maintains the external and internal appearance of van.
5. Monitors performance, body integrity, tire wear and fluid levels of van.
6. Monitors and informs supervisor of manufacturer suggested maintenance required on van.
7. Drives in accordance with established traffic laws.

Additional Responsibilities:

1. Develops and maintains proper and adequate records and documentation in accordance with Agency policies and procedures.
2. Participates in projects, committees or activities to support the mission of the Agency.
3. Participates in professional growth activities.
4. Performs such other duties as may be assigned.

Knowledge, Skills and Abilities:

1. Ability to communicate effectively and maintain effective working relationships.
2. Ability to function effectively as a team member.
3. Ability to convey a positive and professional image to staff and public.
4. Ability to handle information in a confidential manner.
5. Ability to process, categorize and file information and forms in accordance with Agency procedures.
6. Ability to read and interpret documents, write reports and correspondence, and apply appropriate mathematical concepts.

Physical Requirements:

1. Normal, routine levels of bending, climbing, reaching, sitting, standing, and walking.
2. Ability to lift and carry 50 pounds.
3. Sufficient manual dexterity to be able to operate all equipment needed to complete responsibilities.