

**TITLE:** Truck Driver - Transportation Department

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Must have a valid class "C" Illinois Operator's License.
3. Continuously possess a license. License must not have been revoked, suspended, canceled or disqualified for the last three years immediately prior to application.
4. Must consent to a Motor Vehicle Report as necessary. Employee must be insurable at all times.
5. Physically able to operate a vehicle.
6. Must know how to properly lift heavy packages to avoid personal injury or injury to others.
7. Must have an excellent work record and work habits.
8. Ability to communicate effectively in speech and writing. Must have language suitable for school environment.
9. Good public relations.
10. Must be in good health, energetic, and capable of working outside in all weather conditions.
11. Ability to work independently, prioritize workload, and shift from job to job as required.
12. Experience and qualified to operate fork truck and other power lifting devices.
13. Experience operating a variety of vehicles including but not limited to automobiles, vans, trucks, dump, and stake bed trucks.
14. Keep neat and accurate records of all transactions.

**REPORTS TO:** Foreman or Lead Man

**JOB GOAL:** To ensure each student in the District derives the maximum benefit from the expenditure of the per pupil allocation set by the Board of Education for the acquisition of warehouse supplies and the timely delivery to each location of those supplies and of all mail.

**MAINTAINS LIASION WITH:**

All Administrators

**PERFORMANCE RESPONSIBILITIES:**

1. Delivery of products, materials, and in-district mail as directed by transportation foreman or lead man.
2. General warehouse work such as filing orders, receiving orders, and housekeeping duties.
3. Assist in keeping student transportation vans operational by doing minor maintenance and cleaning.

4. Become cross-trained on other Transportation Department positions in order to fill in for other employees during vacations or during periods of illness.
5. Other duties as assigned by Foreman or Lead Man.

**TERMS OF EMPLOYMENT:**

Compensation for the position is according to the collective bargaining agreement between the Decatur Public Schools District #61 and the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers, Local Union 279.

**EVALUATION:**

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of staff.

Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.