



# Longview Independent School District

## JOB DESCRIPTION PONY DELIVERY DRIVER

<b>JOB TITLE:</b>	Delivery Driver	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Food Service	<b>TERMS:</b>	260 Days
<b>DEPARTMENT:</b>	Food Service	<b>PAY GRADE:</b>	Manual Trades 3

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### PRIMARY PURPOSE:

Perform the delivery of Commodities from the Texas Department of Agriculture to each school assigned; includes pick-ups, sorting, processing, and deliveries incoming and outgoing for commodities and mail delivery to each campus

### QUALIFICATIONS:

#### Minimum Education/Certification:

High School Diploma or GED  
Valid Texas Driver's License.

#### Minimum Experience:

Some working experience in driving a light truck and/or van in delivering materials, supplies, and equipment

Ability to operate a forklift

#### Special Knowledge and Skills:

- Good knowledge of traffic laws and regulations relating to the operation of a van or light truck
- Schedule preventive maintenance of a van or light truck with the proper department
- Ability to operate a light truck and/or van safely and efficiently in accordance with policies, procedures, guidelines and traffic laws
- Ability to learn the general geographical layout of the school district and to learn routes to locations
- Ability to perform heavy manual tasks associated with loading and unloading packages
- Ability to understand and follow written and oral instruction
- Ability to communicate clearly, both orally and in writing
- Ability to establish and maintain good interpersonal relationships



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### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Operate a van on established route twice per day to each school location
2. Deliver commodities to campuses assigned
3. Accept/maintain inventory of in-house and commodity items in warehouse
4. Pick up Food Service Funds for delivery to the bank each afternoon
5. Keep van in good working order
6. Work closely with school personnel and supervisor in establishing pick-ups and delivery routes and schedules
7. Comply with all safety rules and regulations regarding operation of the van
8. Comply with district policies, as well as state and federal laws and regulations
9. Adhere to the district's safety policies and procedures
10. Maintain confidentiality in the conduct of district business
11. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned
12. Demonstrate regular and prompt attendance
13. During summer months, report to either Summer Feeding Program or Maintenance Department as needed/assigned
14. Deliver supplies/catering items to designated locations
15. Other duties as assigned

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data



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### WORKING CONDITIONS: (continued)

#### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (15 pounds); occasional moderate lifting and carrying (15-44 pounds).

### EVALUATION:

Auxiliary Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: May, 2017**