



REVISED: 12/07/2024  
Submitted: 12/03/2024

JOB TITLE:	DRIVER / COURIER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8832
BARGAINING UNIT:	CLAJ

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for providing pickup and delivery service of mail to and from the post office for the VanHoose Education Center; acts as courier for the VanHoose Education Center; makes daily bank deposits and picks up tax checks as necessary.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides driver maintenance and operates assigned vehicle

Picks up and delivers mail between the VanHoose Education Center and the post office

Acts as courier for the VanHoose Education Center for in-town and out-of-town pickup and delivery

Makes daily bank deposits and picks up tax checks as required

Assists in the VanHoose Center Mailroom as needed

Performs all other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

#### PHYSICAL DEMANDS

This work is completed outside of a building. This position has outside environmental conditions with no protection from weather conditions, temperature changes, or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, crawling, and crouching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Bending, crouching, feeling, grasping, hearing, kneeling and talking are required frequently (up to 75% of the workweek). Driving, reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Licensed to operate a vehicle

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Knowledge of Board Policy

Knowledge of unit, department and school locations

Experience in a diverse workplace

