

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **MAIL RUN DRIVER (PONY)**

SUPERVISOR: Transportation Supervisor

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

QUALIFICATIONS:

1. Must have a valid Kansas driver's license
2. Must pass and is subject to drug tests as required by federal and state law and the Board's policies regarding drug testing
3. Knowledge of streets and roads in the district
4. Must be neat, responsible, punctual, dependable

ESSENTIAL FUNCTIONS:

1. Pick up and deliver mail to all district buildings and post office.
2. Pick up and deliver laundry to all schools as needed.
3. Pick up and deliver food service items as needed.
4. Run any extra deliveries for school personnel as directed.
5. Perform other duties as assigned by the Transportation Supervisor.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Requires prolonged sitting.
2. Requires turning and reaching.
3. Requires driving skills.
4. Must work indoors and outdoors during the school year.
5. Must be able to lift 50 lbs.
6. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 5/13/2013