

#1362744

C.U.P.E. STAFF JOB DESCRIPTIONS

POSITION: TRUCK DRIVER

REPORTS TO: Supervisor, Transportation

SUPERVISES: Helpers on the vehicle where necessary

JOB SUMMARY: The truck driver is responsible to transport equipment and material in a safe and efficient manner from place to place on school division business. Additionally, this person acts as substitute school bus driver. At the request of the Supervisor, Transportation, the truck driver will assist with the set up or take down of equipment.

DUTIES AND RESPONSIBILITIES:

- transports equipment, material and furniture from place to place on school division business;
- ensures that all equipment, material and furniture is properly packed on the truck to prevent damage to the goods and the vehicle;
- immediately reports to the supervisor all damage to goods and vehicles;
- loads and off-loads all items transported in the vehicle and assists with set-up or take down of equipment when required;
- maintain and repair Division items that are stored and transported regularly throughout the year (staging, spot lights, tables);
- keeps the interior and box of the vehicle clean and free of hazards which could cause injury to self or others, or damage to goods in transit;
- makes minor mechanical adjustments to the vehicle as necessary;
- reports all mechanical problems with the vehicle to the supervisor;

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|---------|----------|-----------------|--------|
| ADOPTED | REVIEWED | REVISED | PAGE |
| | | 25/Jun/19 | 1 of 3 |
| | | Motion 11-03-19 | |

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP4-7**

- acts as a relief bus driver and maintains knowledge and skills required of a bus driver by the Division;
- always conducts the vehicle in a safe and legal manner and abides by regulations of the Provincial Highway Traffic Act and other provincial legislation;
- keeps the exterior of the vehicle clean to present a positive image of the Division;
- responsible for keeping an accurate count of all centrally held concert and physical education equipment and furniture and ensures the inventory is kept in a good state of repair by making minor adjustments or reporting deficiencies to the supervisor;
- be aware of all truck routes throughout the Division;
- maintains job related knowledge at current levels with Division policy;
- performs other duties as assigned.

QUALIFICATIONS:

- high school diploma preferred;
- minimum of 1 year related experience to gain skill and knowledge in driving and in effectively moving goods/equipment;
- must have a School Bus Certificate and maintain a clear Manitoba Class 2 valid Driver's Licence;
- ability to understand and follow oral and written instructions;
- ability to communicate and work effectively with Division staff members at all levels and with the public, special interest groups and local businesses;
- ability to work effectively under time pressures;

| ADOPTED | REVIEWED | REVISED | PAGE |
|---------|----------|-----------------|--------|
| | | 25/Jun/19 | 2 of 3 |
| | | Motion 11-03-19 | |

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP4-7**

- ability to prioritize work assignments and plan schedule to optimize effectiveness;
- ability to work without direct supervision;
- must have a valid Manitoba driver's licence;
- physically able to perform assigned duties (lifting objects in excess of 45 kgs. repeatedly) and work when exposed to environmental conditions applicable to the job.

Note: Bus drivers should refer to the Bus Driver's Handbook regarding Division guidelines, policies, and procedures.

| ADOPTED | REVIEWED | REVISED | PAGE |
|---------|----------|-----------------|--------|
| | | 25/Jun/19 | 3 of 3 |
| | | Motion 11-03-19 | |