

**Killeen Independent School District
Job Description**

Job Title: Central Distribution Driver
Reports To: Coordinator Distribution Center
FLSA Status: Non-exempt

SUMMARY:

Delivers supplies and distribution to and from school campuses or designated locations. Provides recycling services in support of the District recycle program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties that may be assigned:

This position does not require the operation of a school bus.

Performs deliveries of foodstuffs, general supplies, and other distribution throughout the District.

Inspects vehicle for mechanical and safety defects before and after each operation and prepares work orders for needed repairs. Checks fuel and gauges before departure.

Observes all traffic laws and safety regulations.

Operates electric or manual pallet jack.

Secures cargo prior to transporting.

Follows assigned routes and adheres to established schedules.

Completes and turns in required documentation to maintain property accountability; obtains signature for all deliveries.

Operates two-way radio equipment and communicates with distribution center transportation staff as required for successful completion of route.

Reports all delays, accidents, vehicle damage, and passenger injuries to the dispatcher.

Collects and provides data for transportation reports as required.

Keeps assigned vehicle clean, inside and out.

Assist the Distribution transportation staff with coordinating, packing and staging pallets of items to be delivered to campuses as needed.

Perform additional duties as a Distribution Center stock puller, downloading of delivery trucks as needed.

Performs other tasks as may be assigned by the Distribution Center Coordinator.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. There may be alternatives to the qualifications as the Board of Trustees may find appropriate.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak clearly and effectively over a radio communications system, before groups of students and sponsors, and before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists, and in a fast-paced, high-pressure environment. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Texas Commercial Drivers License (Class A or B) with passenger and air brake endorsements. Current state school bus driver certification certificate issued by the Texas Department of Public Safety.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to operate a motor vehicle and operate wheelchair lifts, ramps, and securement locks. While performing the duties of this job, the employee is required to talk and hear; to walk; to stand; to sit; to climb and balance; to use hands to finger, handle, or feel; and to reach with hands and arms. Frequent walking, stooping, bending, kneeling, crouching, crawling, pushing and pulling. Occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus during the hours of daylight and darkness.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. Occasional driving during the hours of darkness. The noise level in the work environment is usually moderate to loud.

OTHER QUALIFICATIONS:

Must be 18 years of age. Must have acceptable driving record according to Texas Education Agency and Texas Department of Public Safety standards. Must pass pre-employment drug test (and subsequently participate in random drug and alcohol testing program) and pre-employment physical (while employed, physicals will be taken annually).

Revised Date: May 31, 2022

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.