

**MADISON LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

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| Title: | Interdistrict Mail Delivery Driver (PONY) |
| Reports To: | Transportation Supervisor |
| Status: | FLSA Classified; Section 3319.081 – ORC |
| General Description: | <ol style="list-style-type: none"> 1. Transport mail, money and all other necessary items for the daily school day to all buildings within the district and throughout the area. 2. Ensure vehicle is in a safe operating condition. 3. Provide for the safe transport of items. |
| Qualifications: | <ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Valid Ohio driver’s License. 3. No more than 6 points in the past 6 years on driver record check. 4. Knowledge of Ohio Department of Education/Ohio Highway patrol regulations related to transportation. 5. Proficient in computer skills and knowledge of applications necessary to access timely and relevant information and able to disseminate same. 6. All other requirements as specified by Ohio Transportation Operation and Safety rules, state or federal law, Ohio Administrative Code, or Board of Education policy. 7. Good attendance record. 8. Additional qualifications as the Board of Education may require. |
| Physical/Other Requirements: | <ol style="list-style-type: none"> 1. Able to access all areas of the school system, district vehicles, appropriate classroom, and office areas of District facilities. 2. Able to carry and load packages and items up to 50 lbs. using necessary equipment (hand dolly). 3. Effective communication and interpersonal skills. 4. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 5. Able to work successfully with students, parents, teachers, administrators, and the community. 6. Able to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 7. Able to interact well with other people, but also able to work independently. |
| Performance Responsibilities (Essential Functions*): | |
| <ol style="list-style-type: none"> 1. Provide for the safe and efficient transportation of mail, money and other items in accordance with District policies and administrative guidelines, and the provisions of State and Federal law. 2. Operate a vehicle transporting items in a safe and timely manner. 3. Complete established pre-trip and post-trip inspections of assigned vehicle. 4. Check all safety devices daily including fire, emergency, and first-aid equipment and maintain cleanliness, appearance, and sanitation of assigned vehicle. 5. Properly operate all safety and assistive technology/equipment, including two-way radios, seat belts, etc. 6. Report any mechanical defects or malfunctions to the Supervisor and Mechanic in writing. 7. Prepare and maintain reports, route maps, schedules, and accident reports as required by the State of Ohio, Ohio Department of Education, and by the District. 8. Maintain an up-to-date route sheet in the District Transportation Office. 9. Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities. | |

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| <ol style="list-style-type: none">10. Maintain positive relationships and timely communications with District staff and the community.11. Successfully keep up-to-date driver training and licensing as required by the Ohio Department of Motor Vehicles and Ohio Department of Education.12. Notify Supervisor of road hazards, layover time, and delays in scheduled route.13. Assist with other routes, as requested, when breakdowns or other unusual circumstances occur.14. Meet the professional expectations of attendance, suitable attire and decorum, participation in Transportation/District meetings/functions, and support of District initiatives.15. Respond to specific requests from the Transportation Supervisor on matters affecting the Transportation program and District operation. |
| Other Professional Expectations: |
| <ol style="list-style-type: none">1. Demonstrate a belief in and practice of ethical principles and democratic values.2. Keep up-to-date and knowledgeable of transportation and safety-related matters and District issues.3. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee’s professional responsibilities.4. Perform other job functions as assigned. |
| Additional Working Conditions: |
| <ol style="list-style-type: none">1. Occasional exposure to blood, bodily fluids, and tissue.2. Frequent operation of a vehicle under inclement weather conditions. |
| The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee’s work performance or the safety of others while on duty. |
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I have received and read this job description and fully understand the requirements set forth therein.

Employee’s Signature

Date

Supervisor’s Signature

Date

The Madison Local School District is an equal opportunity employer.