



Truck Driver

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OVERVIEW

Reporting to the Custodial/Cartage Foreman and under the direction of the Manager of Building Operations, the Truck Driver drives a truck as and when required as part of the cartage department services. As well, the Truck Driver operates additional equipment as required by the department.

POSITION DESCRIPTION

TD – 1

Inspects assigned vehicle daily for tire pressure, condition of vehicle, checks fuel, oil, and water levels and fills as necessary.

TD – 2

Maintains daily Vehicle Inspection Reports according to regulatory requirements.

TD – 3

Picks up and delivers furniture, equipment, supplies, materials, and mail as directed.

TD – 4

Reports promptly to the foreman or supervisor, any mechanical failures or body damage to school board vehicles, equipment and tools.

TD – 5

Cleans work areas, equipment, vehicles and tools.

TD – 6

Performs duties in compliance with safety regulations.

TD – 7

Performs other assigned duties related to the position.

QUALIFICATION

Truck driver

EDUCATION	<p>TECHNICAL REQUIREMENTS</p> <p>Must have Grade 12 certificate or equivalent or a combination of education, training and experience.</p> <p>OTHER RELATED COURSES</p> <p>Must possess a valid Class 5 BC driver's license and be able to operate School Board vehicles as assigned.</p>
EXPERIENCE	<p>TECHNICAL REQUIREMENTS</p> <p>Must have demonstrated experience in safely operating a vehicle.</p>
KNOWLEDGE	<p>MUST POSSESS A DEMONSTRATED KNOWLEDGE OF:</p> <p>Job related safety regulations and techniques as outlined in the WorkSafeBC regulations.</p> <p>School District #61 Policies and Regulations relevant to his/her department.</p>
SKILLS AND ABILITIES	<p>Technical Requirements:</p> <p>Must be able to demonstrate ability to safely operate vehicles using both automatic and standard transmissions.</p> <p>Demonstrated ability to safely operate vehicles in accordance with all regulatory requirements</p> <p>Experience in loading and unloading material.</p> <p>INTERPERSONAL REQUIREMENTS</p> <p>Maintain a cooperative working relationship with other workers, administrators, supervisors, teaching staff, students and the public.</p> <p>Ability to adapt to changing plans and schedules.</p> <p>Understand and carry out written and oral instructions.</p>

**WORKING
CONDITIONS**

OCCUPATIONAL REQUIREMENTS

Sufficient vision and hearing to perform related job duties.

Able to lift and carry supplies and equipment required to perform his/her duties in accordance with WorkSafeBC Regulations.

Ability to work in a highly active physical environment.

Able to perform related physical and mental activities.

Ability to work in adverse weather conditions.

Reviewed and updated: August 2021