



# Binghamton City School District

Christopher Columbus School  
164 Hawley Street  
PO Box 2126  
Binghamton, NY 13902-2126  
(607) 762-8100  
Fax: (607) 762-8110

## School Vehicle Operator- Job Description

**Distinguishing Features of the Class:** This is work involving the use of motor equipment in transporting food, school equipment and supplies in a school system. The work is performed under general supervision in accordance with established procedures. May be called upon to perform snow plowing, snow removal and salting of walks and parking lots. Does related work as required.

### Typical Work Activities:

- Loads and delivers food to various district buildings
- Picks up and delivers communication boxes, equipment, furniture, audio-visual equipment and films to various schools and institutions within the City system and to locations outside the City limits
- Loads and transports supplies. Food stuff, paper products and materials to central storage and to the several school sites
- Acts as courier in transporting mail and messages, collects school lunch monies, makes bank deposits
- Assists in and/or takes stock inventory of food supplies and paper products
- Assists in preparing special lunches and transports food to where it is needed

### Full Performance Knowledge, Skills, Abilities & Personal Characteristics:

Good Knowledge of the geography of the City; ability to operate a motor vehicle; ability to manually load and carry supplies and equipment to be transported; ability to understand and follow simple oral and written instructions; ability to perform routine manual tasks; dependability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition commensurate with the demands of the position.

**Minimum Qualifications:** Possession of the appropriate level operator's license issued by the New York State Department of Motor Vehicles.

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***Educating, empowering and challenging all students to become productive, global citizens through innovative approaches to learning.***