

**PIONEER CAREER AND TECHNOLOGY CENTER  
27 RYAN ROAD**

**SHELBY OHIO 44875**

Board-adopted  
September 21, 2015  
September 21, 2020

**JOB DESCRIPTION  
FOR  
PART-TIME PARTS PICK-UP/BUS DRIVER THROUGH DISTRIBUTION CENTER**

**RESPONSIBLE TO:** Director of Business Affairs

**QUALIFICATIONS:** High school diploma or equivalent. Hold valid CDL with bus driver's endorsement or be able to obtain. Hold valid tow motor certification or be able to obtain.

**GENERAL DUTIES:** Provide delivery service to and from the Distribution/ Receiving Center; provide bus transportation for student activities, and assist in the operation of the center

**SPECIFIC DUTIES:**

1. Pick up mail at Post Office and deliver to Board Office and Administrative Center per schedule developed by Director of Business Affairs
2. Deliver and pick up cash deposit transactions and receipts from the bank.
3. Pick up parts for career/technical areas and for stocking the Distribution Center and assist in stocking Distribution Center shelves.
4. Sell supplies and parts to students and customers at counter
5. Verify and document shipments received at the Distribution Center and deliver items to appropriate areas.
6. Assist in preparing and fueling vehicles for school events including pre-trip inspections.
7. Maintain valid CLD license with a bus driver's endorsement. Transport students to and from off campus settings, and assist in the maintenance of Pioneer vehicles
8. Maintain fork lift certification. Operate fork lift when/where needed .
9. Perform basic computer functions to include upgrading of skills as directed by Director of Business Affairs
10. Assist with yearly physical inventory
11. Adjust working schedule to coincide with schedule of summer hours, high school and adult education sales weeks, etc.
12. Perform other duties as assigned by the Superintendent and/or his/her designee.