

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5728

MESSENGER DRIVER

Abolished Effective February 10, 2006

CLASS SERIES CONCEPT

Operate vehicles of 1/2 ton or less. Perform pick-up and delivery of supplies and/or passengers on- and off-campus.

BASIC FUNCTION

Operate automobiles, station wagons, or small step vans (1/2 ton or less) to pick up and/or deliver supplies, films, learning aids, etc, on- and off-campus.

DISTINGUISHING CHARACTERISTICS

Deliver and pick up light items and/or messages.

TYPICAL WORK

Regularly drive various vehicles such as station wagons, passenger automobiles, or small pick-up trucks (1/2 ton or less);

Deliver and pick up light supplies, films, learning aids, packages, messages, mail, laboratory specimens, and other designated materials;

Package and maintain integrity of items transported; record shipments;

Responsible for cleanliness of vehicle, vehicle maintenance and care record;

Maintain record of delivery service as required;

May assist in postage and shipment if applicable;

May assist with care and preparation of film and learning aids;

May occasionally use material handling equipment such as forklifts, hand carts, and hydraulic lifts;

May assist with setup of furniture, learning aids, or other equipment upon delivery;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Possession of a valid vehicle operator's license.

New Class: 10-12-73

Revise Title: 6-22-76

Revise Class and Title: 10-6-89