

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Mail Delivery (Supplemental) – Bus Driver
Reports To:	Transportation Supervisor/Assistant Supervisor
Position Status :	11 month contract (mail delivery only) – August 1 through June 30.
FLSA Status:	Classified
General Description:	Provide for school mail delivery service.
Qualifications:	All Qualifications listed in School Bus Driver Job Description.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. All Physical/Other Requirements in School Bus Driver Job Description. 2. Must wear appropriate safety equipment as required. 3. Able to move boxes, packages, and containers at times in excess of 50 pounds.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. * Load, deliver and unload items including but not limited to mail, supplies and other items including food in accordance with established and unplanned schedules and routes as directed. 2. * Pick-up and deliver inter-school mail and equipment to District buildings, non-public schools, banks, Post Office, and other locations as requested by District personnel. 	
Other Professional Expectations:	
<ol style="list-style-type: none"> 1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. 2. Demonstrate a belief in and practice of ethical principles and democratic values. 3. 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. Occasional operation of a vehicle under inclement weather conditions. 3. Occasional interaction among unruly children. 	
<p>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.</p>	