

**OAKLAND UNIFIED SCHOOL DISTRICT**  
Office of the Superintendent of Schools

August 28, 2019

<b>Legislative File</b>	
File ID Number:	19-1569
Introduction Date:	08/28/2019
Enactment Number:	19-1327
Enactment Date:	8/28/19
By:	os

TO: Board of Education

FROM: Kyla Johnson-Trammell, Superintendent  
Tara Gard, Deputy Chief Talent Officer, Talent Division

SUBJECT: Approval of Creation/Revision of Job Description – Truck Driver - Talent/Human Resources Department

**Creations:**

1. Truck Driver

**ACTION REQUESTED**

Adoption by the Board of Education of Resolution No. 1920-0128, approving the creation and/or revision of Job Description, Truck Driver.

**DISCUSSION**

The Talent Division recommends approval of these job descriptions as part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, create greater clarity of roles, and have a written job description that reflects the scope and responsibilities for every position in the District.

**Creation:**

Job Description/Position/Title/FTE  
Truck Driver  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: TRKDR I  
Range: 1: \$51,523 No Salary Change  
12 months, 261 days, 8.0 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as vacancies have already been reflected in the budget development process.

**RECOMMENDATION**

Adoption by the Board of Education of Resolution No. 1920-0128, approving the creation and/or revision of Job Description, Truck Driver.

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1920-0128**

- Approval of Creation/Revision of Job Description – Truck Driver – Talent/Human Resources Department -

**WHEREAS**, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

**WHEREAS**, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

**WHEREAS**, the job description aligns with the District’s priority of a Full Service Community School District and to enhance service our students, schools and community, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby determines that the following positions are created or revised as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., August 28, 2019, as follows:

**Creation:**

Job Description/Position/Title/FTE

Truck Driver

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: TRKDR I

Range: 1: \$51,523 No Salary Change

12 months, 261 days, 8.0 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as vacancies have already been reflected in the budget development process.

**BE IT FURTHER RESOLVED**, that the Board authorizes the creation of job descriptions as so stated above.

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: James Harris, Jumoke Hinton-Hodge, Gary Yee, Shanthi Gonzales, Vice President Jody London, President Aimee Eng

NOES: None

ABSTAINED: None

RECUSE: None

ABSENT: Student Director Garibo, Student Director Smith-Dahl, Roseann Torres

**CERTIFICATION**

We hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held on August 28, 2019.

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**OAKLAND UNIFIED SCHOOL DISTRICT**



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Aimee Eng  
President, Board of Education



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Kyla Johnson-Trammell  
Superintendent and Secretary, Board of Education

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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Truck Driver</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days/8.0 hours</b>
<b>ISSUED:</b>	<b>Revised: June 27, 2007 Revised: July 2019</b>	<b>SALARY GRADE:</b>	<b>TRKDR I</b>

**BASIC FUNCTION:** Under general supervision the Truck Driver drives and operates motorized vehicles and equipment to transport merchandise, food, supplies, mail, textbooks, curriculum, furniture and equipment. The Truck Driver provides District-wide support unloading, loading, delivering, transfer and placement of merchandise, food, supplies, mail, textbooks, curriculum, furniture and equipment; transport freight and food in a safe and efficient manner.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

### ESSENTIAL FUNCTIONS:

Pick up and deliver merchandise, food, supplies, mail, textbooks, curriculum, furniture and equipment to schools and offices and other buildings in the District.

Transport freight and food in a safe and efficient manner.

Check and inspect goods received and delivered.

Maintain records of work performed and obtain appropriate signatures as necessary.

Load and unload incoming and outgoing freight and food.

Pick up and deliver merchandise, food, supplies, mail, textbooks, curriculum, furniture and equipment to and from specified areas at various sites.

Place merchandise, food, supplies, mail, textbooks, curriculum, furniture and equipment in specified areas at various sites.

Sort and route mail to appropriate departments or schools.

Operate a variety of District vehicles and equipment including a forklift, hand truck, pallet jack and trucks of varying sizes.

Drive a District vehicle to local sites to pick up or deliver supplies and equipment as assigned; follow specified routes as assigned.

Maintain truck operation and records including documents and receipts of service and repairs; wash vehicle and keep vehicle clean for safe transport of food.

Work cooperatively with all District employees, outside vendors and contractors, students and parents.

Arrive to worksite on time in accordance with the pre-assigned schedule determined by the immediate supervisor or District management.

Perform related duties as assigned.

**QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

**KNOWLEDGE OF:**

Traffic laws, defensive driving techniques and rules of the road

Proper loading and unloading of trucks

Proper lifting techniques

Proper operation of warehouse equipment including forklifts, hand trucks and pallet jacks

General warehousing procedures

District locations

Basic record-keeping techniques

**ABILITY TO:**

Operate District delivery trucks of varying sizes

Operate a variety of warehouse equipment including forklifts, hand trucks and pallet jacks

Observe legal and safe driving practices

Learn warehousing procedures relating to the receipt, storage and issuance of mail, equipment and supplies

Maintain routine records

Keep vehicles clean and sanitary for the transport of food

Work cooperatively with others

Meet schedules and time lines

Understand and follow oral and written instructions

**PREREQUISITES**

A high school diploma, general education development (GED)

One year of verifiable commercial motor vehicle or equivalent size truck driving experience, current within the past five years

Three years of related experience preferred

Valid Class C California driver's license

Possession of a safe driving record for the last five years as verified by the DMV Driving History Report

Pass drug and alcohol test

Participate in Department of Transportation drug consortium and pass DOT-approved medical screening each year

Valid Forklift certification or ability to obtain within six (6) months of hire

**PRE-EMPLOYMENT PROCESS:**

Employment eligibility that may include fingerprints, tuberculosis and/or other employment clearance.

**WORKING CONDITIONS**

**ENVIRONMENT:**

Outdoor and warehouse environment; driving a District vehicle to conduct work; driving a vehicle during adverse weather conditions; working around machinery having moving parts and vehicles; working on ladders; exposure to fumes from vehicle and equipment operation.

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing and pulling objects; heavy physical labor; bending and twisting at the waist, climbing stairs and ladders; bending head or body forward and downward; reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

**NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.