

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Unit C
Class Codes

CLASS "A" COMMERCIAL TRUCK DRIVER	5831
CLASS "B" COMMERCIAL TRUCK DRIVER	5847
LIGHT TRUCK DRIVER	5866

DEFINITION

Performs truck driving, loading, and unloading duties of varying difficulty and skill, dependent upon class level.

TYPICAL DUTIES

- Drives, loads, and unloads vehicles of various weights and types to and from appropriate delivery and storage points.
- Inspects vehicles for proper operating condition in accordance with federal and State Department of Transportation requirements and District policy.
- Operates loading, storing, and securement devices such as pallet jacks, forklifts, power pallet jacks/riders, hand trucks, tail lifts, and moving-related equipment such as dollies and lift levers to load and unload supplies, freight, foods, material, equipment, and mail.
- Checks freight being loaded and unloaded for agreement with shipping documents, records delivery discrepancies, and withholds delivery of damaged items.
- Captures and records data using electronic or manual equipment such as handheld scanners.
- Records daily stops, indicating time chargeable to each stop.
- Prepares requests for repairs and accident and damage reports.
- May serve as a substitute or relief driver.
- May schedule a delivery route.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Class "A" Commercial Truck Driver loads, unloads, and operates any legal combination of vehicles which require a California Class A commercial driver license as described in the California Commercial Driver License Handbook to transport supplies, freight, foods, material, equipment, and mail.

A Class "B" Commercial Truck Driver loads, unloads, and operates any legal combination of vehicles which require a California Class B commercial driver license as described in the California Commercial Driver License Handbook to transport supplies, freight, foods, material, equipment, and mail.

A Light Truck Driver loads, unloads, and operates a 2-axle vehicle with a GVWR of 26,000 lbs. or less to transport supplies, freight, foods, material, equipment, and mail.

SUPERVISION

General supervision is received from a Logistics Supervisor, Assistant Logistics Supervisor, or other supervisory employee. Class "A" Commercial Truck Drivers, Class "B" Commercial Truck Drivers, and Light Truck Drivers may exercise work direction over Truck Driver Helpers and Stock Workers assigned within Truck Operations.

CLASS QUALIFICATIONS

Knowledge of:

Sections of the California Vehicle Code related to traffic, loading, vehicle inspection requirements, and weight regulations
Proper methods of loading and unloading trucks and securing loads on trucks for safety
Functions of various parts of motor vehicles

Ability to:

All Classes

Operate vehicles safely and defensively in heavy traffic and in school yards
Follow assigned routes and schedules
Use a fire extinguisher and industry related personal protective gear
Work effectively with District personnel

Class "A" and Class "B" Commercial Truck Drivers

Hitch and detach single and dual axle trailers and equipment

Special Physical Requirements:

Ability to safely pull, push, lift, and carry objects weighing up to 100 pounds
Ability to safely negotiate stairs while lifting, pushing, and pulling materials to various delivery points
Ability to stand, walk, and sit for extended periods of time
Ability to frequently bend, kneel, twist, and climb
Ability to use small power and common hand tools

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Class "A" Commercial Truck Driver

Three years of experience driving a truck tractor-trailer combination or a truck and trailer combination requiring a Class A commercial driver's license

OR

two years of experience in the position of Light Truck Driver or Class "B" Commercial Truck Driver for the Los Angeles Unified School District and a Class A commercial driver's license

OR

one year of experience in the position of Heavy Truck Driver Assistant for the Los Angeles Unified School District and a Class A commercial driver's license.

Class "B" Commercial Truck Driver

Two years of experience driving trucks requiring a Class A or B commercial driver's license

OR

one year of experience in the position of Light Truck Driver for the Los Angeles Unified School District and a Class A or B commercial driver's license

OR

two years of experience loading and unloading supplies, freight, foods, materials, equipment, and mail using a logistics software system for the Los Angeles Unified School District and a Class A or B commercial driver's license.

Light Truck Driver

One year of experience driving a bus, truck, or van on a delivery or passenger transportation route requiring a Class A, B, or C driver's license

OR

two years of experience loading and unloading supplies, freight, foods, material, equipment using a logistics software system for the Los Angeles Unified School District and a Class A, B, or C commercial driver's license.

Special:

All Classes

A satisfactory driving record as obtained from the California Department of Motor Vehicles.

Class "A" Commercial Truck Driver

A valid California Class A commercial driver's license.

A valid medical card/certificate, as indicated on the current (dated within the last 30 calendar days) K-4 printout at the time of the written examination.

Class "B" Commercial Truck Driver

A valid California Class A or B commercial driver's license.

A valid medical card/certificate, as indicated on the current (dated within the last 30 calendar days) K-4 printout at the time of the written examination.

Light Truck Driver

A valid California Class A or B commercial driver's license OR a valid California Class C driver's license.

A valid medical card/certificate, as indicated on the current (dated within the last 30 calendar days) K-4 printout at the time of the written examination.

SPECIAL NOTE

All employees in the Class "A" Commercial Truck Driver and Class "B" Commercial Truck Driver classifications are subject to the Federal Highway Administration regulations for drug and alcohol testing as required by the Omnibus Transportation Employee Testing Act of 1991.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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JPK