

Bedford County Federated Library System

Job Description

Job Title: Transport van Driver

General Summary: Operates and maintains the transport van vehicle; assists transport van customers with checking in and out library materials; maintains orderly shelves; represents the library at community events; performs other duties as assigned.

Functions and Responsibilities:

1. Operates transport van vehicle and conducts scheduled weekly site visits;
2. Charges and discharges materials to customers from transport van and maintains related circulation records;
3. Re-shelves books; maintains transport van shelves and performs shelf checks to ensure that materials are in proper locations;
4. Performs general “housekeeping” and maintenance tasks to ensure clean, orderly appearance of transport van, and gathers and loads materials and supplies;
5. Oversees maintenance and repair of vehicle and equipment;
6. Represents Bedford County Federated Library System at community events;
7. Occasionally reads books to children in a story time setting;
8. Performs other duties as assigned.

Knowledge, Skills & Abilities:

1. Ability to safely operate and maneuver a large vehicle;
2. Good interpersonal, communication, and organizational skills;
3. Ability to perform numeric and alphabetic sorting;
4. Basic computer skills, including Microsoft Word, Excel, electronic databases, Outlook, Internet, and ability to learn library’s automated system;
5. Ability to pass a pre-employment (post-offer) physical and continuing physical examinations at regular intervals.
6. Ability to pass a pre-employment (post-offer) drug screen and continuing random drug screenings post-hire.

Required Qualifications:

1. High school diploma or G.E.D.;
2. Six months or more experience driving a large vehicle similar to the transport van;
3. Obtaining Act 34, Act 151, and fingerprint Clearances before date of hire;
4. A clean driving record

Physical & Environmental Conditions:

The job involves considerable physical exertion, such as regularly lifting heavy items (up to 30 pounds) such as carts or crates full of books, on a highly frequent basis and assuming awkward positions.

I acknowledge that by my signature on this application I understand and authorize the following:

That pending an offer of employment, Bedford County Federated Library System has permission to verify all statements made by me on this application and my resume (if provided) as permitted by Federal, State or local law, including my driving history per a current Motor Vehicle Record request via the Pennsylvania Department of Transportation, and regarding my employment history. I hereby release the prospective employer from all liability for any damages on account of obtaining or furnishing such information. I also understand that the job offer would be contingent upon the Motor Vehicle Report meeting the requirements set forth by the prospective employer.

I agree I have been given a copy of my current job description. I am aware that it is my responsibility to understand the duties expected of me. If I do not understand, I will discuss my duties with the Library Director.

Signature

Date