



## Senior Driver

**Job Code:** 7121

**Salary Grade:** S06

**FLSA Status:** Non-Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

Works under general supervision. Drives assigned vehicle for the purpose of transporting furniture, equipment, and/or supplies to various buildings throughout campus.

- Operates various vehicles for the pick-up and delivery of furniture, equipment and supplies.
- Inspects vehicles and reports problems. Makes arrangements for maintenance of vehicles. Practices proper loading and unloading techniques for furniture, equipment, and/or supplies delivered.
- Enters and maintains receiving tickets delivery information for furniture, equipment, and/or supplies delivered.
- Completes necessary paperwork and reports.
- Uses established safety practices to protect health and safety of personnel and property.
- May provide training or supervision to others performing similar work.
- May perform errands.
- Performs various duties as needed to successfully the function of the position.

### Minimum Qualifications

**Education:**

Required: High school diploma or GED.

**Experience:**

Required: 12 months of driving experience.

**Certifications or Licenses:**

- Valid Oklahoma Driver's license in order to drive University vehicles or ability to obtain within 30 days from hire date

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

- Ability to accurately read and understand written materials and instructions
- Excellent driving record
- Performs simple recordkeeping operations
- Basic computer and math skills
- Detail oriented for accuracy of data and information
- Customer service

### Working Conditions

**Physical:**

Regularly stands, lifts, bends, stoops, lifts above shoulders and carries 30 or more pounds.

**Environmental:**

Regular exposure to disagreeable conditions. Exposure to extreme temperature changes, odors and loud noises. May wear and maintain uniforms and work shift work.

**Printed Date:** 07/02/2026