

Maintenance Driver Handbook

10/28/2015

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| 1 | Be on time in assigned work area |
| 2 | Leave in a timely manner for assigned maintenance station |
| 3 | Verify orders for correctness and deliver to owner |
| 4 | Keep assigned maintenance station stocked with consumables. |
| 5 | Keep work areas clean |
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| 9 | Do other duties as instructed |
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Task #1 Be on time in assigned work area

For maintenance drivers work typically starts at 6:30 unless otherwise requested. Start in the manager's office overseeing that assignment so that he is aware you are present for work that day. Once you have talked with the manager and been updated on any concerns or additional assignments for the day go to the work area verify that all orders to be delivered that day are loaded on the truck.

Task #2 Leave in a timely manner for assigned maintenance station

Work for the maintenance department's start at 7:00 am so the need to leave Bulls Bay in a timely manner is important. Drive in a safe manner so as to avoid accidents and allow for delays in traffic.

Task #3 Verify orders for correctness and deliver to owner

Verify that the order being taken is for the person taking the order. Have them sign the work order verifying that they have received the items requested. Once the orders are handed out for stations 1 & 3 pull and orders where the stock is stored at the maintenance station and deliver those items to the department requesting the items. Usually people from those departments will help load and unload the items that are bulky or heavy.

Task #4 Keep assigned maintenance station stocked with consumables.

Each maintenance station is given an area where bolts, nuts, screws, nails and like items are stored. These items need not have a work order put in for the maintenance workers to get them. They are there for their use to work on school repairs as needed. When these items start to run low the maintenance driver is to record what is needed and get with the office personnel to input an order for those items. Once the order is input and pulled deliver the items to the station and put them in the correct bins.

Task #5 Keep work areas clean

It is your responsibility to keep the maintenance station, your vehicle and your area of our warehouse clean and organized.

Task # 6 Inspect vehicles and work equipment

The vehicles you drive and the equipment you use all need to be properly maintained. Check the battery levels, oil levels and inspect for all other fluid and air levels to keep items properly maintained.

Task # 7 Handle paperwork properly

All of the items are represented by the paperwork you use to deliver the items with. It is imperative that the paperwork be maintained in a manner to keep it readable, useable and file able for future use. It should be kept in a safe place and return to the front office when returning to the warehouse.

Task # 8 Do inventory counts as requested

It will be necessary to perform inventory counts from time to time. These counts need to be given the time and attention necessary to insure its accuracy. When performing the counts verify that the correct items are being counted, that all of the items are counted, items in the bin, above and below the bins and in additional storage space.

Task # 9 Do other duties as instructed

Typically running a maintenance route is finished early, by 10:30 most days and additional assignments will be given depending on the existing work load. Accept these as part of your responsibility and do them to the best of your ability. These are not limited to but could include items such as making deliveries, picking up furniture from schools, donation pickups or pulling maintenance or storeroom orders as needed.