

Code: _____ DAD

Date Approved: _____

Date Revised: _____ 2021

Policy Name: County Library Courier will:

- I. Drive the delivery van to each library on the scheduled day, delivering books and supplies.
- II. Sort and distribute items to the designated libraries.
- III. Maintain the vehicle by fueling when needed, checking tire pressure periodically, and checking oil and other fluid levels. Keep a record of when maintenance service is due.
- IV. Record mileage after each trip.
- V. Keep van clean. Drive courteously and carefully. Remember the van is an extension of the Crawford County Library System.
- VI. Notify Library Director of any mechanical problems.
- VIII. Perform other duties as assigned.

Requirements:

- I. Must be able to lift 50 pounds, have a wide range of movement, have a current driver's license, good driving record and be insurable.
- II. Must have high school diploma or equivalent.