

General:

- All persons driving for Peninsula Messenger Service must be at least 21 years of age.
- Drivers must possess a valid California driver license and provide a recent DMV printout of their driving record.
- All employees are subject to reference checks and drug screen procedures.
- Drivers should be capable of handling and shifting a manual transmission vehicle.
- All drivers must be capable of lifting and/or loading parcels weighing up to 70 lbs.

Job Duties:

- Pick-up and /or deliver bank deposits, mail, title documents, medical lab specimens or parcels as needed from Peninsula Messenger Service clients. Depending on the route, location, pick-up or delivery stops could be as many as 70 – 75 stops per day.
- Materials to be picked-up or delivered must be organized by the driver into folders, trays, boxes, mail bags or ice chests to facilitate the delivery process.
- Drive Company vehicle from location to location for customer pick-ups or delivery. Driving includes keeping up with scheduled pick-ups or delivery times, use of safe driving habits and staying within posted speed limits. Driving normally includes congested city streets and/or freeways and county roads on most routes.
- Re-fuel, check oil level and clean windshield during every fuel stop. Remove unnecessary items and trash from vehicle after every run. Complete a “service needed” form whenever minor repairs are needed.
- Operate a Nextel “walkie-talkie” to stay in touch with dispatcher or other drivers regarding pick-up and delivery needs.
- Complete various Company paperwork forms that facilitate the billing of our customers. Many forms require driver to post delivery date and time and obtain a customer signature.
- Wear and maintain Company provided uniform at all times while on the job.