

LAMPETER-STRASBURG SCHOOL DISTRICT  
Lampeter, Pennsylvania 17537

**POSITION PROFILE – VAN DRIVER**

QUALIFICATIONS

Possession of a High School diploma or equivalent.

Possession of a valid Pennsylvania license for school van driver (CDL not required).

Possession of an acceptable driving record for a minimum of five years.

SKILL PREPARATION

Knowledge of and ability to follow all motor vehicle and traffic rules and regulations.

Ability to read and interpret the student bus roster.

DUTIES AND RESPONSIBILITIES

Be responsible to the Transportation Coordinator for the completion of all assigned duties with accuracy, professionalism, and confidentiality.

Safely operate all District vehicles, including wheelchair-equipped van, in compliance with all Federal, state and local traffic regulations.

Neatly and accurately complete required time and mileage logs for state reimbursement.

Maintain daily route schedule, informing parents and schools when van is off schedule due to traffic or weather conditions and adjusting driving according to weather conditions.

Respond appropriately to student emergency situations.

Maintain professional and friendly relationships with students, parents, teachers and aides representing the District in a positive manner at all times.

Perform emergency evacuation drills twice per year as required.

Maintain van cleanliness inside and outside.

Work directly with teachers and parents to ensure appropriate student behavior.

Discharge all other assignments delegated by the Transportation Coordinator.

EVALUATION

Evaluation will be conducted annually by the Transportation Coordinator in the areas of core competencies and position performance.

**Approved by Board of School Directors 02/18/14**