

Job description

FLSA Classification: Nonexempt

Reports to: Head of School

Position Purpose: The School Van Driver performs driving duties for the school in accordance with the laws and regulations of the state and the policies and procedures of the school.

The schedule for this position would be 2 hours in the morning and 2 hours in the afternoon. If you are interested in a few more hours, there are always things we need help with around the school and can be discussed further during the interview process.

Essential Functions

- Drive a school 15 occupant van or minibus (if authorized) over designated routes in accordance with specified time schedules (morning pickup and afternoon drop off) and in accordance with the regulations and laws related to pupil transportation; transport students to and from school; transport students and teachers on athletic and educational field trips on occasion.
- Pick up and discharge students at established school bus stops to waiting parents; report incidents that affect the safety of students and the operation of the school vehicles.
- Maintain the school vans in a safe operating condition through prescribed daily vehicle inspections; report mechanical defects and malfunctions to appropriate personnel.
- Maintain the school van in clean condition, including interior windows, seats, dash area, and floors.
- Maintain student order and discipline on school buses; discipline disruptive children according to established procedures and guidelines; cite students for behavior infractions; communicate behavior issues as required by school policy.
- Maintain current knowledge of emergency evacuation procedures and techniques.

Qualifications

- A high school diploma or GED is required, supplemented by a minimum of six months of previous school bus driving experience or vocational training

- Requires successful completion of employment background screening and verification;
- Valid Florida driver's license.
- The ability to take charge but deal professionally and calmly in emergency situations.
- The ability to work effectively with employees, students, parents, school administration, and local law enforcement representatives.
- Valid first aid certification preferred.

Physical Requirements and Work Environment

- While driving the school van, drivers will be exposed to seasonal heat and cold or adverse weather, while loading and unloading children, controlling traffic, and inspecting equipment.
- Drivers will be exposed to dust, odors, petroleum products, and ambient noise daily.
- Drivers must be able to deal with stress from driving in difficult traffic environments, and interacting with dissatisfied or abusive individuals in a positive manner. Also, the potential of dealing with exposure to blood-borne pathogens may occur.
- Exert 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Stoop, climb, stand for long periods of time, and perform physical labor, physical mobility, and stamina to participate in activities that may be strenuous.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Job Type: Part-time'

Work Location:

- One location

Work Remotely

- No

