



RSU No. 5 JOB DESCRIPTION VAN DRIVER/FIELD MAINTENANCE

QUALIFICATIONS:

1. Holds current Maine Class C drivers license and has passed appropriate background checks
2. Demonstrates an aptitude or competence for assigned responsibilities
3. Maintains a clean driving record necessary to maintain drivers license

REPORTS TO: Director of Facilities and Transportation or his/her designee

JOB GOALS: To provide safe and efficient transportation that allows students to participate in RSU No. 5's curriculum programs and to provide students, staff and general public with a safe, clean, comfortable and efficient place to work, learn, play and develop.

PERFORMANCE RESPONSIBILITIES:

1. Obeys all state and federal rules and regulations relating to student transportation
2. Observes all mandatory safety regulations relating to school van transportation
3. Maintains discipline when students are on the van
4. Reports undisciplined students to Building Administrator and Director of Facilities and Transportation
5. Keeps assigned van clean daily
6. Keeps to assigned schedule
7. Completes proper pre and post trip inspections
8. Inspects van after each run to ensure no students remain on van
9. Notifies proper authorities in the event of an accident, mechanical failure or delays, maintains rider list for emergencies
10. Picks up and discharges students at authorized stops using proper crossing procedures for students to maintain safety at all times
11. Assign seats as necessary if students behavior deems it necessary
12. Refer all van stop change requests to Director of Facilities and Transportation/designee for approval
13. Exercises responsible leadership at all times
14. Transports only authorized students
15. Reports all accidents immediately and completes required accident reports
16. Reports any moving violations to Director of Facilities and Transportation immediately
17. Enforces all Board of Director regulations including smoking or eating in the van
18. Follows proper safety procedures when operating equipment and complies with safety and OSHA regulations
19. Maintains a regular schedule to ensure that daily responsibilities are performed, has regular attendance is punctual with assignments
20. In a timely manner, informs Director of Facilities and Transportation/designee of his or her absence, if illness or unusual circumstances warrants
21. Displays the poise of a disciplined person; is tactful in dealing with others; is resourceful and self reliant; demonstrates respect for self and others, accepts suggestions and follows instructions. Follows the proper channels of command and exercises confidentiality of privileged information relating to school and personal matters

22. Sets a good example in areas of personal hygiene, neatness and proper dress, courtesy, consideration, cooperation and proper use of language. Vulgar or sexually suggestive language is not permitted at any time
23. Maintains communication with Director of Facilities and Transportation regarding health and wellness issues that would hinder driving van
24. Works flexible hours to meet the needs of RSU No. 5
25. Keeps the interest of students and staff foremost in all aspects of employment
26. Keeps the building and premises, including sidewalks, parking lots, entrances, porches and play areas clean at all times
27. Shovels and sands walkways and steps as appropriate
28. Ensures all walkways are sanded before start of school day to ensure safe walking conditions
29. Assumes responsibility for closing field and grounds shop each day; determines before leaving that all doors, windows are secured, and all lights except those left on for safety are turned off
30. Mows grass around school buildings, empties outside trash containers, and picks up litter as needed daily
31. Replaces light bulbs, emergency lights and parking lot lamps as needed
32. Cleans and sanitizes outside drinking fountains as needed ensuring they are in working order and unhooked during freezing weather
33. Keep fields mowed raked and clean to ensure safe play can take place
34. Repairs damage to fields and grounds
35. Inspects and makes corrections at playgrounds to all playground equipment
36. Maintains mowers and all other fields and ground equipment
37. Develops knowledge of standard field maintenance practices including proper grass height , sports field line layout, goal set up and other practices necessary for sports to commence
38. Assist in building maintenance during off season
39. Maintains Field sprinkler systems to ensure proper working condition and ensure sprinkler systems are winterized in early October
40. Promptly notifies Director of Facilities and Transportation of any major work needed on fields or grounds including pest management
41. Immediately reports any damage to the Director of Facilities and Transportation, Assistant Director or Building Administrator
42. Remains on school premises during work hours with the exception of scheduled breaks
43. Follows proper safety procedures when operating equipment and complies with safety and OSHA regulations including appropriate attire for the tasks assigned
44. Maintains a regular schedule to ensure that daily responsibilities are performed, has regular attendance and is punctual for assignments
45. Performs all other related duties as deemed necessary by the Director of Facilities and Transportation

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written or oral records
2. Demonstrates a respect for legal and human rights of students
3. Meets and follows all laws and regulations at both the state and federal level
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
5. Follows health and safety procedures established by RSU No. 5

6. Demonstrates loyalty, dependability, integrity, and other ethical standards
7. Follows the chain of command for various administrative procedures and student program concerns
8. Observes all Board policies

TERMS OF EMPLOYMENT: Year round position. RSU No. 5 Board of Directors will determine salary and benefits

EVALUATIONS: Evaluated annually by Director of Facilities and Transportation in accordance with this document.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

I have read and understand the terms and conditions of this job classification

Employee's Signature: _____ Date _____

Original to Personnel File

File Copy to Employee

Approved: April 15, 2015