

RSU No. 5 Durham ~ Freeport ~ Pownal
Van Driver Job Description
Support Staff

QUALIFICATIONS:

1. Maintains annual bus driver physical
2. Holds current Maine School Bus Driver License and CHRC
3. Demonstrates an aptitude or competence for assigned responsibilities
4. Maintains a clean driving record necessary to maintain drivers license

REPORTS TO:

Director of Facilities and Transportation, building administrators, or designee

JOB GOAL:

To provide safe and efficient transportation that allows students to participate in RSU No 5's curriculum and extracurricular programs .

PERFORMANCE RESPONSIBILITIES:

1. Obeys all state and federal rules and regulations relating to student transportation,
2. Observes all mandatory safety regulations relating to school 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 as required by state and federal laws,
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, and completes accident reports,
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 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 School Board regulations including, cell phone use (Policy GBCC), smoking (Policy ADC, ADC-R) or eating on 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 or building administrator 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,
22. Sets a good example in the 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, and
24. Performs all other related duties as deemed necessary by the Director of Facilities and Transportation or the building administrator.

Essential Functions:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand the policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting, bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.
8. Lift up to 50 pounds.

Legal and Ethical Duties:

1. Maintains confidentiality on all aspects of student information.
2. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
3. Demonstrates a respect for the legal and human rights of students, staff and parents.
4. Follows health and safety procedures established by RSU No. 5.
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the proper chain of command for concerns and exercises confidentiality of privileged information relating to school and personnel matters.
8. Observes Board and school policies.
9. Meets and follows all State and federal laws and regulations.

TERMS OF EMPLOYMENT:

In accordance with negotiated agreement.

EVALUATION:

Director of Facilities and Transportation will evaluate the performance of this job annually in accordance with this document.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, 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 position.

Employee's Printed Name: _____

Employee's Signature: _____ **Date:** _____