

# Lebanon Community Schools

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## POSITION DESCRIPTION

**TITLE:** TYPE 10 - Driver  
**TYPE:** Classified  
**REPORTS TO:** Director of Transportation

### POSITION SUMMARY:

The primary purpose of this position is to transport students to and from school, home, and activity destinations in a timely and safe manner by Type 10 vehicle (mini-bus, van, or SUV).

### MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Criminal history clearance.
3. Possession of a valid driver's license and a current Oregon Type 10 Passenger Driver Certification or ability to obtain an Oregon Type 10 Passenger Driver Certification right after training. (District will provide training for Type 10 Passenger Driver Certification.)
4. Successful completion of training in First Aid or the ability to obtain certification within 120 days.
5. Clean driving record.
6. Pass Pre-Employment Drug and Alcohol Assessment.

### ESSENTIAL FUNCTIONS:

1. Drives vehicle as prescribed by assigned route and time schedule and specified stops. Modify route temporarily in response to traffic or weather conditions.
2. Initiates and administers discipline and reward systems to control student passenger behavior. Assigns seating and trains students in safe riding practices and emergency evacuation procedures.
3. Possess thorough knowledge of the operation and capabilities of District vehicles and equipment.
4. Completes required reports of odometer readings, vehicle malfunctions, state reports, and student conduct in an accurate and timely manner.
5. Performs pre-trip inspection of tires, emergency exits, lights, instruments, emergency equipment, and general operability; maintains interior cleanliness of vehicle.
6. Reads and follows maps and oral and written directions.
7. Communicates problems to the District supervisor, routing, and maintenance personnel as necessary. Operates a two-way radio.
8. Maintains concentration and patience to drive safely under the pressure of time constraints, student misbehavior, hazardous road conditions, and traffic demand.
9. Participates in district required meetings and training activities as required.
10. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
11. Communicates with parents and guardians as required.
12. Frequent and prolonged talking/hearing conversations.

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Type 10 - Driver (cont'd)

**OTHER REQUIREMENTS:**

1. Possible exposure to bodily fluids due to employee or student illness or injury.
2. Function where there is pressure, frequent interruptions, and a stressful atmosphere.
3. Work is almost exclusively in a vehicle; but also involves some time inside buildings or outside.
4. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

**WORKPLACE EXPECTATIONS:**

The employee has regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron.-The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

**TERMS OF EMPLOYMENT:**

Current work year of approximately 180 paid days, subject to change.

Salary and benefits based on current District Salary Schedule and negotiated agreement.

**EVALUATION:**

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

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**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Employee Signature

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Date

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**PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS**

In an 8 hour workday, this job requires:					
	R - Rarely (Less than .5 hr per day)		O - Occasionally (.5 - 2.5 hrs per day)		
	F - Frequently (2.5 - 5.5 hrs per day)		C - Continually (5.5 - 8 hrs per day)		
	NA - Not Applicable				
Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary standing			X		
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)					X
Turn/pivot		X			
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension				X	
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping					X
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control					X
*Pushing/Pulling Maximum weight: _____ 125 lbs. _____		X			
*Lifting/Carrying Maximum weight: _____ 125 lbs. _____		X			

\* Identify items typically moved: Students, tire chains Initial: \_\_\_\_\_