

VAN DRIVER

Classification: Technology

Location: Transportation

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for school bus transportation assistant positions with similar duties, responsibilities, classification, and compensation. School bus transportation assistants assigned to the position may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The incumbent provides services within the student transportation services area with specific responsibilities for transporting students over assigned routes; ensuring safe vehicle operation and required inspections; and ensuring safety of students during transport, loading and unloading, under the direct supervision of the transportation administrator.

Part II: Supervision and Controls over the Work:

Van Drivers work under the day-to-day direction of a transportation administrator in a bus route setting. Student needs may include severe behavioral, physical, or mental disabilities. Van Drivers are responsible for being familiar with the school/district policies and procedures which govern their work.

Part III: Major Duties and Responsibilities: The following duties are intended to cover all or most transportation settings. The specific duties that apply to any given position will vary.

1. Assists students and other passengers for the purpose of providing safe loading and unloading from van, including emergency situations (to include emergency evacuations), hoe to school and school-related events.
2. Provides assistance to students with disabilities and special considerations that require one-on-one for supervised transportation.

3. Oversees student safety in the vehicle, and takes steps to intervene when students are not in control or may be in dangerous or unsafe situations.
4. May intervene with students to implement physical and/or behavioral strategies.
5. May provide health services and assistance to include changing dressings, assisting with oxygen, assisting with insulin, assisting with nebulizers or inhalers, and assisting with walkers, wheelchairs, canes, crutches.
6. When communicating with students, parents, community members, and other staff members, exercises discretion and assures protection of student confidentiality consistent with the direction and guidance of staff, administrators, and school/district policies and procedures.
7. Participates in training that addresses health needs related to anticipated emergencies; may need to respond to emergency medical issues per training.
8. Attend all meetings, required trainings, etc. for the purpose of maintaining skills and meeting district and state requirements.
9. Operates a van for the purpose of transporting students over scheduled routes, home to school and to school events in a safe and timely manner.
10. Informs school personnel, parents, etc. of practices and incidents (i.e., rules, regulations, laws, procedures, etc.) for the purpose of providing information for follow-up action and/or proper procedures.
11. Maintains assigned van, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of vehicle.
12. Performs routine vehicle pre and post trip inspections for the purpose of ensuring the safe operating condition of the vehicle and reporting mechanical defects if noted.
13. Prepares documentation (i.e., incident reports, inspections, passenger misconduct, mileage, etc.) for the purpose of providing written support and/or conveying information.
14. Supervises students during transit for the purpose of maintaining safety and following district policy.

15. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- High School Diploma.
- Ability to operate school vans, prepare and maintain accurate records, and maintain state driver license.
- Ability to practice safe driving, perform pre and post trip inspections, and report vehicle defects as appropriate.
- Ability to schedule activities, collate data, and consider a number of factors when using equipment.
- Flexibility to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods.
- Able to be certified or to become certified in first aid, CPR, and/or operation of defibrillators.
- Able to be trained in behavior intervention methodologies in such areas as student restraint, safety, medication, and physical management and intervention systems.
- Possess strong interpersonal skills and ability to work effectively and collaboratively as a team member.
- Able to work in an environment with frequent interruptions and changing tasks and priorities.
- Able to assist, console, and manage students who may be emotional, distraught, or frustrated.
- Able to remain calm, focused, and in control when working with students, parents, guardians, and community members who may be upset.

- Able to follow written and verbal direction and take the initiative to seek clarity and take action when needed.
- Be or become knowledgeable and supportive of district student discipline procedures.
- Possess effective and accurate command of the English language.
- Able to organize and set priorities for accomplishing work in a timely and effective manner.
- Able to protect the confidentiality of student information consistent with FERPA requirements and good judgment.
- Able to work collaboratively and effectively with staff, students, parents, volunteers, and community members.
- Ability to communicate effectively verbally and in writing.

Part V: Desired Qualifications:

- Coursework in an appropriate and related field of study.
- Two years of experience that demonstrates the ability to work successfully with children in a bus route environment.
- Bilingual and bicultural skills.
- Familiarity, or willingness and ability to be trained in areas of Down syndrome, Autism, multiple disabilities, mental health disorders, ADHD, etc.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must lift and/or move 50 pounds, and may assist, move, or restrain students with greater weight when required to intervene in student safety issues.

- While performing the duties of this job, the employee is frequently required to sit, walk long distances, talk, lift, carry, move about, hear and speak (no need to perform extensive work at computer, like Resource Room).
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of his/her duties.
- The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels.
- The employee may be exposed to aggressive student behaviors including biting, hitting, kicking, and throwing of objects, and may be required to intervene with physical or behavioral intervention strategies. May be required to wear and utilize safety equipment designed to minimize the risk of injury to the employee and to the student.
- The employee may be exposed to bodily fluids and waste while performing duties.
- The employee may be required to travel on school-owned or leased vehicles while supervising and assisting students.