

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### VAN OPERATOR

#### QUALIFICATIONS:

1. Current school district employee in a non-instructional position, within the Transportation Department preferred
2. High School Diploma or GED preferred, or successful completion of district basic skills assessment.
3. Must pass a pre-employment physical exam and drug and alcohol test and agree to participate in a random drug and alcohol testing program.
4. Possession of a valid Florida Driver's License with an acceptable driving record history as evidenced by the record maintained by the Florida Department of Highway Safety & Motor Vehicles.
5. Must satisfactorily complete the prescribed twenty (20) hour training program administered by the Transportation Department.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of traffic and highway safety rules and regulations and of the precautions necessary to avoid accidents. Ability to operate the vehicle in a safe and economical manner. Ability to understand and carry out instructions and to perform work requiring good physical condition. Ability to relate to students, parents, and school system personnel. Ability to lift and remove students from the vehicle in an emergency. Completion of required Cardiopulmonary Resuscitation (CPR), first aid and defensive driving courses as prescribed by the Transportation Department.

#### REPORTS TO:

As designated by the Director for Transportation

#### JOB GOAL

To provide safe school district sponsored transportation services to students in situations when school bus usage is not feasible and/or not cost effective in accordance with applicable state and federal regulations.

#### PERFORMANCE RESPONSIBILITIES:

1. Transports students to and from school following a pre-planned route according to a definite time schedule.
2. Drives the vehicle carefully and in compliance with traffic regulations and Transportation procedures.
3. Assumes responsibility for the safety of school children in loading, unloading, and transporting them to and from school.
4. Instructs children in safety precautions and practices.
5. Maintains discipline; reports unruly behavior to principal of school or to supervisor.

6. Inspects, sweeps, and keeps the vehicle clean at all times.
7. Reports delays and accidents.
8. Keeps operational records and makes simple reports.
9. Reports defects or problems with vehicle to the Vehicle Maintenance Department.
10. Assures vehicle meets regular maintenance schedules.
11. Performs related work as required.
12. Maintain a neat and orderly appearance and possess on their person, a valid driver's license at all times.
13. Submit to and pass random drug and alcohol testing.
14. Ability to communicate effectively with school personnel, the students, and the public.
15. Ability to prepare reports and correspondence as required.
16. Knowledge of the process and procedures of the Transportation Department regarding paid time.
17. Ability to perform basic math calculations and knowledge of office practice and procedures.
18. Ability to distinguish the significant from the less significant when dealing with the behavior of the students on the bus.
19. Ability to communicate with parents when problems arise.
20. Attend all mandated training sessions.
21. Attend to the needs of students as required to support other district staff efforts.
22. Perform other related work duties as assigned.

**PHYSICAL REQUIREMENTS:**

Ability to pass the required School Board physical. Ability to walk distances required, lift student weight to 40 lbs. and evacuate all students from the vehicle in an emergency.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:  
7/23/2024

SALARY SCHEDULE: LGZ