
POSITION DESCRIPTION

NON-CDL TRANSPORT DRIVER

General Definition of Work

Under general supervision, the Non-CDL Transport Driver is responsible for safely operating a passenger van or other non-school bus district vehicles, over designated routes to transport students between home and school in a safe operating condition while ensuring the safety of students during transport, loading and unloading or as directed by the transportation manager. Reports to the Transportation Manager.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

- Drive district vehicles in accordance with district policies and procedures.
- Maintain orderly student behavior during transportation consistent with the ability of the students to behave appropriately.
- Report any defects in vehicles or equipment.
- Complete required records involving driving.
- Assume additional responsibilities as assigned by the Transportation Manager.
- Work closely with student services department staff and principals, as needed
- Regular and reliable attendance is required.
- Assumes other duties as assigned.

Knowledge, Skills, and Abilities

- Possess the physical skills and abilities necessary to control and assist student passengers and to lift students weighing up to 40 pounds into and out of a vehicle seat and/or wheelchair, if any.
- Demonstrate skills in effective communication with supervisors and co-workers, maintain working relationships based on mutual confidence and respect, identify problems and their resolution, exercise good judgment, and show maturity and dedication to duty.
- Demonstrate a constructive and positive attitude, and handle duties effectively and professionally.
- Act considerate, straightforward, and honest with people, and appropriately handle confidential information.
- Establish experience as a team player and carry out district objectives.

Education and Experience

- Must be at least 18 years of age.
- High school diploma or GED, or equivalent combination of education and experience.
- Must possess a valid Wisconsin Driver's License.
- Must complete a driver's physical.
- Must complete all driver training required by the district for this position.
- Must meet the driving record criteria as established by the district for this position.

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- Establish and maintain working relationships based on mutual confidence and respect, demonstrate sound judgment, adaptability, self-confidence, emotional maturity, honesty, and dedication to duty. Demonstrate a constructive and positive attitude and the ability to handle duties effectively and professionally.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to loud noise levels, fumes, odors, and vibrations from driving the vehicle and traffic. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, use foot controls to drive, reach with hands and arms, climb, bend, stoop, and kneel to talk or hear. The employee must be physically able to perform and demonstrate emergency evacuation procedures. This includes the pushing/pulling of up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, night/dusk vision, color vision, and peripheral vision. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

Environmental Conditions

This work frequently requires exposure to outdoor weather conditions; the bulk of such exposure would come from the pre-trip inspection of the vehicle, emergency situations involving traffic accidents, weather emergencies, assisting passengers into or out of the vehicle, etc. Noise exposure is moderate--passenger conversation, automobile traffic noise, and two-way radio conversation. Some exposure to vehicle emissions.

MOBILITY: Sits while operating a vehicle approximately 80% of the workday, the other 20% is part of the daily pre/post trips by walking around the vehicle.

The Board does not discriminate in the employment staff on the basis of race, color, national origin, age, sex (including gender status, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, ancestry, arrest record, conviction record, (as defined in 111.32, Wis Stats.), use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities.

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Stevens Point Area Public School District, Stevens Point, Wisconsin 54481