Job Description
MOORE PUBLIC SCHOOLS

Job Title: **NON-CDL Van Driver**

Qualifications:

Credentials: Valid Class "B" Driver's License. Must have an acceptable motor vehicle driving record and pass any tests that are job related and required by the Moore Public Schools.

Education: High School Diploma, GED or equivalent experience is required in lieu of high school degree.

Training/Experience Required: Excellent driving record. Experience with special needs children preferred. Must be 21 years of age to apply.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Proper radio etiquette at all times.

Track student behavior, record keeping which require logging issues, entry items or filing for district personnel.

Reading and interpreting routes include filling out forms and using Traversa tablets. Involving reading maps, safety policies, diagrams, schedules and instructions.

Job Goal (Purpose of Position): Under the general supervision of the Director of Transportation, the incumbent of this position performs semi-skilled to skilled level van driving with specific routes assigned with special needs students and an assistant.

Contact with others: An incumbent in this position has regular contact with other children, teachers/staff/sponsors, and parents/guardians of the van riders. Job requires interpreting and translating facts and information, explaining and advising passengers of all ridership rules and safety. Since these are special needs students, expect situations where the passengers may become anxious.

Other Performance Measures: Successful performance of the job requires people skills, dealing with challenges both physically and mentally. Problem solving while effectively driving a van safely. It requires following safety protocols so that to and from their destinations all passengers/equipment and public property are safe. This job requires on time performance, being dependable and handling other district requirements that may or may not be listed. Incumbents must like working with children and others in maintaining safe, effective transportation.

Essential Job Functions (Performance Responsibilities):
1. Drives Special Needs Lift Van to and from school and other locations. Only allows authorized riders in van and uses authorized stops only. (May be required to alter routes due to weather, road conditions emergencies)

2. Maintains proper van rules are being followed. Reports any issues to proper personnel including parents or guardians.

3. Maintain cleanliness of van.

4. Daily Pre-Trip and Post-Trip is required. Fuel is always at half-tank or better. (check fluids weekly: oil, anti-freeze, wiper fluids)

5. Reports all mechanical issues immediately to shop. Reports all accidents or van delays immediately to supervisors.

6. State required student evacuation drill each semester and student count.

7. Must attend in-service meetings both in person and on-line.

8. Allowed to do field/activity trips where schedules permit. Follows established rules and procedures while on trips.

9. Must be familiar with CDL P/S endorsement regulations and test within 1 year of driving a Special Needs Lift Van. Training is provided.

10. Performs other duties as assigned.

Supervision exercised: No direct supervision but will work with an assistant or district personnel as partners in driving students safely to and from school or activities.

Site: Transportation

Reports To: Director of Transportation

Physical/Mental Requirements and Working Conditions: In a normal 8-hour workday, the employee must sit up to 3 hours per shift, job requires bending and stooping, pushing wheelchairs and using van lift. It will require squatting, crouching; occasional climbing of steps reaching and continuous pushing and pulling. You will assist disabled students on and off the van with the assistance of wheelchairs, seat restraints, vest, adaptive seats. Must be able to lift 75 lbs.

Job requires employees to use their feet for repetitive movements operating a lift van; both hands for repetitive action while driving and simple grasping of objects. Must possess manual dexterity sufficient to operate lift van. Employees must possess visual requirements to pass DPS driving tests, read signs, road hazards and be able to operate van safely in adverse conditions. Employees

must possess ability to hear riders, receive communication over the radio, hear outside noises such as emergency vehicles, horns, brakes etc. Must be mobile enough to get on and off the lift van to provide routine inspections and clean as required.

Employees must have the mental capacity to operate a lift van and follow all safety rules, make sound decisions in stressful situations, and handle confrontation effectively. Employees' job requires working outdoors in all types of weather and conditions, with fuel stations motorized equipment and exposure to gas, dust fumes may occur. Must be a defensive driver and pass a 3-hour class and test drive with follow up courses online.

Terms of Employment: 181 days

Salary: Category B

Evaluation: Performance of this job will be evaluated in accordance with Board policy

Approved 2026-2027 Negotiated Agreement