



Van Driver

BASIC FUNCTIONS: The Van Driver safely operates the school van under all types of weather conditions, including, but not limited to fog, rain, sleet, snow, and ice. Responsibilities include transporting students over scheduled routes and/or to and from special excursions, such as field trips; ensuring vehicle operations are in a safe operating condition; and ensuring safety of students during transport, loading, and unloading from buses.

QUALIFICATIONS:

1. High School Diploma, preferred.
2. Minimum of 7 years of driving experience.
3. Valid Driver's License.
4. Complete physical certifying medical ability to drive a school van.
5. Successful completion of Vector driving courses prior to driving a van.
 - a. Van Safety (23 minutes)
 - b. Winter Driving (17 minutes)
6. Accepts and relates to students with a variety of exceptional/special needs.
7. Ability to exercise good judgement and extreme caution while operating the van.
8. Establishes and maintains proper conduct and safety of passengers, designates order of pickup and drop off, modify bus routes, and recognizes mechanical safety hazards in a van.
9. Accepts responsibility and self-motivated.
10. Demonstrates strong work ethic to achieve goals, effective classroom management and multi-tasking skills.
11. Displays and models professional and ethical standards when dealing with students, parents, peers, and community.

REPORTS TO:	Direct Supervisor
LOCATION:	State Road/Early Learning Center/Student Bus Stops
SCHEDULE:	Dependent upon assigned van run
POSITION STATUS:	Part-Time, 10-Month
CLASSIFICATION:	Non-Exempt, Hourly

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates commitment to and serves as an advocate for the mission, goals, and objectives of AGCS.
2. Works cooperatively with parents, staff, and administration to provide families with the information and support needed to fulfill their role in student success.
3. Drives a school van on all types of trips in support of Charter School-approved activities, both within and outside of school boundaries.
4. Operates the school van safely and according to scheduled times.
5. Ensures students are transported to and from their homes
6. Verifies that safety belts are fastened, supervises loading/unloading, and maintains student behavior for safety.
7. Operates and maintains all school van equipment and accessories (e.g., fire extinguishers, warning kits, first aid kits). Keeps the van clean—interior and exterior—including sweeping floors and washing windows.
8. Performs required safety inspections of the van and related components (e.g., gas, oil, filters,

- belts).
9. Maintains records of mileage, routes, maintenance, and time schedules.
 10. Attends meetings and training sessions to maintain necessary skills, licenses, and certifications.
 11. Successfully completes required training courses in Vector prior to driving:
 - a. Van Safety (23 minutes)
 - b. Winter Driving (17 minutes)
 12. Subject to performance goals and/or targets as part of the annual evaluation process.

EQUIPMENT USED: Vehicle, Phone, Walkie-Talkie

PHYSICAL DEMANDS AND WORK CONDITIONS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to sit for extended periods while operating a motor vehicle.
2. Frequent use of hands and arms to operate the steering wheel and other vehicle controls.
3. Ability to bend, reach, kneel, or crouch to assist students in and out of the vehicle and secure safety restraints.
4. Must be able to lift up to 25 pounds occasionally (e.g., securing equipment, assisting students with belongings).
5. Visual and auditory acuity is required to safely operate the van, observe traffic conditions, and communicate with students and school staff.
6. Must be able to perform routine vehicle inspections, which may include checking under the hood, around the vehicle, and under seats.
7. Work is primarily performed in a vehicle, with frequent exposure to varying weather conditions.
8. May be exposed to noise, vibrations, and student-related distractions while driving.
9. Must maintain mental alertness, patience, and a calm demeanor in a dynamic and sometimes stressful environment.

REQUIRED TRAINING:

1. Annual PDE mandatory school safety and security training
2. Successful completion of required Vector driving courses prior to driving:
 - a. Van Safety (23 minutes)
 - b. Winter Driving (17 minutes)

REQUIRED TRAVEL: State Road Campus, Early Learning Center, and student bus stops.

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