

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Van Driver

QUALIFICATIONS:

- A. A Van Driver must have the following:
 - a. Hold and maintain current, valid PA Driver's License.
 - b. Hold, obtain and maintain current, valid Red Cross First Aid Course and CPR Certificate.
 - c. Pass the non-school bus driver's physical examination.
- B. Ability to identify geographic areas as required.
- C. Negative drug/alcohol screenings.
- D. High School Diploma and/or G.E.D preferred.
- E. Recognize and respect confidentiality of information.
- F. Ability to work in harmony with students, parents, maintenance personnel, drivers, assistants, and school officials.
- G. Capability to deal with physical and behavioral characteristics of all students including students with disabilities.
- H. Ability to work a flexible schedule.
- I. Demonstrated ability to communicate effectively with staff, students and families.
- J. Must be at least twenty-one (21) years of age.
- K. Must have two (2) years of driving experience.
- L. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

Supervisor-Transportation

POSITION GOAL:

Render safe, timely and cost efficient transportation services to the schools served by the Berks County Intermediate Unit.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

- A. Safely operate BCIU vehicles as required by IU procedures, federal, state, and local laws and ordinances.
- B. Inspect the vehicle at the end of each run to ensure no children are left on the vehicle.
- C. Complete and document the pre-trip and post-trip inspection.
- D. Document and notify supervisor, of unusual student behavior and/or concern about a child's welfare, unless otherwise instructed.
- E. Maintain approved time schedule using only Transportation Office established routes and designated stops and accurately record actual hours worked on timesheets.
- F. Provide maximum safety for students while on the van and when loading and unloading.

- G. Complete all reports as required by policy, federal, state, and local laws and procedures of the Transportation Department.
- H. Complete and attend all in-services, meetings, conferences, instructional sessions, tests and examinations as required by state and local laws or as requested by the Program Administrator and/or or his/her designee.
- I. Submit all forms required for vehicle servicing and inspections when required.
- J. Properly use the GPS tracking device, audio/video camera system, and two-way radio communication provided on vehicle.
- K. Effectively communicate with the office when changes or abnormal situations occur on assigned run.
- L. When applicable, ensure the safe operation of the wheel chair lift.
- M. Sweep and clean the inside the vehicle.
- N. Perform other job-related duties as required or assigned by the Supervisor, Transportation and/or BCIU Administration.

POSITION SPECIFICATIONS:

- A. Physical Demands
 - Sitting in driver's seat for extended periods
 - Standing for limited periods of time
 - Frequent bending, stooping, twisting, reaching, grasping using both hands to secure wheel chairs to the van's floor, connect, disconnect
 - Some heavy lifting - up to 35 pounds
 - Frequent carrying - up to 35 pounds
 - Sometimes help move child if seizure occurs
 - Help load and unload disabled children and sometimes lift, handle wheelchairs, devices
 - Physical stamina to be exposed to all weather conditions
 - Operate a mechanical lift device for severely disabled students
- B. Sensory Abilities
 - Visual acuity to read correspondence
 - Auditory acuity to be able to use telephone and relate to students, parents, teachers
 - Ability to hear/speak and operate van communication device
 - Ability to speak clearly and distinctly
- C. Work Environment
 - Inside the bus, sedentary except for aiding disabled students
 - Some outside exposure in loading and unloading students
- D. Temperament
 - Ability to work as a member of a team
 - Must be courteous and able to deal effectively with people, especially students, parents and teachers
 - Must be cooperative, congenial, service-oriented, and caring
 - Ability to work in a stressful environment in which occupant safety is the highest priority
- E. Cognitive Ability
 - Ability to follow written and verbal directions
 - Ability to complete assigned tasks with minimal supervision
 - Ability to read, write and do simple computation
 - Ability to use correct grammar, sentence structure and spelling
 - Ability to compose clear, concise sentences and paragraphs

Ability to organize operational setting to efficiently accomplish tasks
Ability to work independently and make work-related decisions
Ability to exercise good judgment in prioritizing tasks
Ability to communicate effectively

F. Specific Skills

Ability to operate vehicle and its equipment efficiently and safely
Ability to write operating reports accurately
Ability to appropriately handle confidential information

G. Comments

Position holder must have a caring, friendly, helpful personality
Position holder must operate his vehicle and its equipment in such a manner as to deliver disabled students safely, per the requirements set by the state, the BCIU, and to support the needs of the teachers, parents, and students

TERM OF EMPLOYMENT:

Part Time, Ten months/year. Hourly rate established for Transportation Staff by the Intermediate Unit Board of Directors.

EVALUATION:

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

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	Date:

Revised: May 7, 2019

CC: Employee File