

## **8-Passenger Vehicle Driver Job Description**

Division – Operations

Department – Transportation

Reports to – Transportation supervisor

Workdays – On a need-basis – up to 180 days during the school year

Contract Employee - \$20/Hour

### **Summary**

The vehicle operator is responsible for transporting students over scheduled routes, ensuring that the vehicle is in safe operating condition, and ensuring the safety of students during transport.

### **Minimum requirements**

- Education – High school diploma or GED required
- Local school systems shall ensure that individuals transporting the specified group of students are properly licensed to drive the vehicle used. Non-resident drivers shall have a proper license issued in their home state.
- Certification/License - Georgia State Driver's license
- Defensive Driving Course
- CPR Certification
- Must be at least twenty-one years old with at least two years' driving experience.
- Motor Vehicle Record Check (MVR) Annually (recommended 2 times per year)  
Federal Motor Carrier Safety Administration (FMCSA) §391.15
- A fingerprint and criminal background report as required by O.C.G.A. § 20-2-211
- Must pass a physical examination (GaDOE physical form must be used)
- Complete Pre-Service training requirements prior to transporting students in an 8PV:
  - GaDOE driver curriculum
  - Certificate of Driver Training and/or Safety Renewal Education Program as issued by the GaDOE and updated annually (fiscal year July 1 to June 30)  
Knowledge, skills and ability

### **Essential Duties**

- Assists students and other passengers to provide safe loading and unloading from vehicle during normal transport and emergency situations.
- Attends unit meetings, in-service training, workshops, etc. to gather information required to perform job functions.
- Cleans assigned vehicles, both interior and exterior, to ensure safety, appearance, and sanitation of vehicles.
- Conducts emergency evacuation drills at least twice a year to ensure efficiency of procedures and comply with mandated requirements.
- Drives school vehicles for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Fuels assigned vehicle (e.g. oil, water, fuel, etc.) to maintain vehicle in a safe operating condition.
- Monitors students and other passengers during transit to ensure the safe transportation of all passengers.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares reports (e.g. field trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Reports observations and/or incidents (e.g. discipline, bullying, accidents, inappropriate social behavior, etc.) to communicate information to appropriate personnel for their action.
- Responds to inquiries from students, parents, and/or staff to provide the necessary information about transportation services.
- Performs other duties as assigned by appropriate administrator.
- Required to attend scheduled shift during regular business hours as mandated.