

JOB INFORMATION

<i>Title:</i>	Van Drivers - Centennial S D
<i>FLSA:</i>	Non-Exempt
<i>Terms of Employment:</i>	180 / 191 / 200 Days
<i>Employee Group:</i>	Support / Compensation Agreement
<i>Location</i>	Transportation
<i>Last Edited On:</i>	6/18/2024

ORGANIZATION

<i>County:</i>	Bucks
<i>Entity:</i>	Centennial S D
<i>Department:</i>	Assigned Department per Organizational Chart
<i>Reports To:</i>	Assigned Administrator
<i>Supervises:</i>	None

JOB GOAL

The van driver has the responsibility of promoting high safety standards; ensuring all child restraints are used properly; maintaining the department schedule; communicating driver and aide performance to the Supervisor and/or Coordinator of Transportation. The individual must possess the abilities necessary to interact with supervisors, school districts, and outside contractors. Provides for the safe, efficient, and orderly transportation of students.

ESSENTIAL FUNCTIONS

1. Safely drives a 9 passenger school van to pick up children at various locations and transports them to and from school according to a prescribed route and an assigned schedule.
2. Adheres to safety rules when loading and unloading children. Properly assists students with disabilities or other students in need of assistance to ensure that they are safely helped on and off the vehicle. Ensures students' medical equipment are properly handled and secured. Assists students in and out of car seats when necessary.
3. Complies with federal, state, local and district laws, regulations and policies applicable to this position. Follows all posted speed limits and safe driving practices.
4. Maintains discipline using appropriate techniques. Reports student misconduct to the proper authority. Maintains confidentiality with all District information, including District and school population information.
5. Maintains an up-to-date route schedule, student roster, student counts and mileage reports at all times. Both the route schedule and student roster must be kept in the vehicle while it is being operated. Timely submits any required documentation or reports which may include the number of passengers or trips, hours worked, mileage, or fuel consumption.
6. Transports only authorized passengers and discharges passengers only at authorized stops. Physically checks van at end of route to ensure no children remain in the vehicle.
7. Maintains a good relationship with students, their parents/guardians, aides and monitors and district transportation personnel. Exercises responsible leadership when working with students.
8. Regularly inspects and provides proper care of vehicle, reporting necessary repair and preventative maintenance, tire replacement, light replacement, etc. and keeping wear and expenses to a minimum; keeps the interior and exterior of van clean at all times.
9. Observes all mandatory safety regulations for school vans; immediately reports malfunctioning of equipment while in route to and from school to designated personnel Reports lateness due to mechanical failure or other reasons to the proper authority.
10. Reports any accident immediately, regardless of how minor, with complete information as to the type of accident and necessary details, including the names of all pupils riding on the van at the time of the accident.
11. Enforces regulations against smoking and eating on the van.
12. As directed, conducts required school van evacuation and other safety drills. Carries required documentation at all times when performing this work, and a valid physician's certificate.
13. Maintains knowledge of first-aid procedures.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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 the essential functions.

Education				
<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>	
High school		X		

Work Experience				
<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2-3 years	Experience transporting students of various ages.		X	

Licenses and Certifications				
<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>	
Other Not Listed Above (non-certificated personnel)	Must possess valid Driver's License with a clean driving record.	X		

Driver's License	
<input checked="" type="checkbox"/>	Valid Driver's License Required

SCOPE

Analytical Demands	
<input checked="" type="checkbox"/>	Analytical demands are minimal. Work involves closely following verbal or written instructions and/or established procedures.

Supervision	
<input checked="" type="checkbox"/>	Occasionally gives instructions and/or directions to other department employees.

Sensory Abilities	
<input checked="" type="checkbox"/>	Ability to communicate effectively in all aspects of the job.

Temperament

- Must possess excellent interpersonal skills.
- Ability to make judgments and work under high level of stress.
- Must be cooperative, congenial, and service oriented.
- Able to make judgments and work in situations that may be stressful.
- Ability to work as a coordinator and a member of a team.
- Must be courteous and able to effectively manage job responsibilities.
- Must be cooperative, congenial, service oriented, and promote these qualities.
- Ability to be respectful and empathetic.

Cognitive Ability

- Ability to communicate effectively.
- Ability to organize tasks.
- Ability to exercise good judgment.
- Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- Maintains productive working relationship with immediate supervisor.

Specific Skills

- Able to adjust to changes in the work environment.
- Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- Maintains a good attitude toward administration, fellow employees and the public.
- Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to follow directions and give direction to others.
- Ability to work independently and make work-related decisions.
- Ability to exercise good judgment in prioritizing tasks.
- Ability to communicate effectively at all organizational levels.
- Ability to appropriately handle confidential information in accordance with District policies.

Other Workplace Expectations

- Minimum age 18

Other Workplace Expectations

- Must possess valid Pennsylvania Driver's license with a clean driving record
- Pre-employment physical and drug-testing and submission of required forms
- Ability to read a map, follow written or verbal directions and knowledge of school district roads

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard ADA Settings

<i>Standard ADA Selection</i>	Office Classroom X Other(to include Physically Demanding Positions)
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This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Driving/Operating Mobile Equipment				X	
<input type="checkbox"/>	Use of Hand Tools (power or manual)	X				
<input type="checkbox"/>	Use of Personal Protective Equipment		X			
<input type="checkbox"/>	Use of Office Equipment (computer, printer, telephone, etc.)		X			
<input type="checkbox"/>	Standing for extended periods of time	X				
<input type="checkbox"/>	Walking for extended periods of time	X				
<input type="checkbox"/>	Crawling					
<input type="checkbox"/>	Climbing					
<input type="checkbox"/>	Repeated Bending	X				
<input type="checkbox"/>	Gripping/Holding		X			
<input type="checkbox"/>	Reaching (above shoulder/at waist/below waist level)	X				
<input checked="" type="checkbox"/>	Hearing (person to person, on the phone, in group settings)				X	
<input checked="" type="checkbox"/>	Vision (near, midrange, far, peripheral, depth and color)				X	
<input type="checkbox"/>	Lifting (Weight)	X				
<input type="checkbox"/>	Carrying (Weight)	X				

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

Working Condition

Subject to outside environmental conditions