

**COLONIAL HEIGHTS CITY PUBLIC SCHOOLS
POSITION DESCRIPTION SUMMARY FORM**

TITLE: **DRIVERS OF SCHOOL BOARD OWNED VEHICLES –
(NON SCHOOL BUS STUDENT TRANSPORTATION)**

QUALIFICATIONS:

- High school diploma or GED equivalency.
- Meet school vehicle driver qualification requirements as prescribed by the Department of Education.
- Meet all state requirements for appropriate licensing.
- Meet state physical examination requirements.
- Meet local and state standards for driving record check.
- May be required to successfully complete the National Red Cross First Aid Course
- Ability to operate all non school bus vehicle types used in transporting students

REPORTS TO: Coordinator of Transportation. Each driver shall be directly responsible to the principals of the schools he/she serves on matters related to student discipline and patron relations

JOB GOAL: To transport students safely, efficiently, and economically to and from school on a daily basis.

PERFORMANCE RESPONSIBILITIES:

1. Conduct the required pre-trip inspection of school vehicles prior to every trip.
2. Use established routes and designated stops.
3. Operate vehicle on approved time schedule.
4. Report vehicle accidents and student injuries to authorities.
5. Conduct emergency evacuation drills in keeping with division regulations.
6. Instruct riders regarding being responsible passengers.
7. Drive defensively under varying traffic conditions and during inclement weather
8. Drive with safety of students as first priority.
9. Perform vehicle housekeeping duties inside and out.
10. Report vehicle defects to City Garage Personnel
11. Establish favorable working relationships with other drivers, maintenance personnel, teachers, students, and principals.
12. Demonstrate knowledge of rules and regulations promulgated by local, state, and federal authorities.
13. Demonstrate knowledge of state laws and local ordinances
14. Deal with unacceptable behavioral characteristics of riders.
15. Administer disciplinary procedures in keeping with school board policies and administrative regulations.

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16. Exercise good judgment concerning emergencies, disabled vehicles, and irregular special requests by parents of riders.
17. Perform other duties as assigned by the Coordinator of Transportation.

PHYSICAL REQUIREMENTS: Must be able to pass driver physical and drug test. Involves filling gas tank and adding oil as necessary.

TERMS OF EMPLOYMENT: Part-time position based on Non School Bus Driver's Salary Scale as adopted by the School Board on an annual basis.

EVALUATION: Performance of this job will be evaluated in accordance with provision of the School Board's policy on Evaluation of Personnel.