

Gahanna-Jefferson School District Position Description

Position Title: Van Driver
Reports To: Transportation Supervisor
FLSA Status: Non-Exempt
Revision Date: April 15, 2026

SUMMARY: Drives school vehicle to transport students to/from school following specified routes. Ensures the safety of all students from pick up to drop off. Complies with all traffic regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Drives assigned school vehicle in a safe, professional manner including complying with all traffic ordinances. Shows proficiency in handling and maneuvering a passenger van.
- Performs and properly completes daily pre-trip inspections of vehicle, and informs the Transportation Department of any improper function at the earliest practical time after discovery.
- Reports observations and/or incidents (e.g., discipline, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel. Complies with all discipline policies.
- Must be sensitive to confidential information (e.g., student medical records, student disabilities, etc.).
- Must be in or with the vehicle at all times when students are loading and unloading.
- Responsible for adding fuel to vehicle to ensure sufficient quantities for regular/extra runs.
- Maintains detailed documentation of daily routes.
- Participates in all required on-line and on-site training.
- Builds positive relationships with the students assigned to the route.
- Effectively communicates with parents and school staff regarding student concerns, changes to the route and/or other pertinent information.
- Other duties as assigned by supervisor.

CONTINUING EMPLOYMENT OF VAN DRIVERS:

- Must pass a physical examination each year.
- Must obtain a driver's abstract each year.
- Must have a Criminal History Records Check every five years.
- Must hold a valid driver's license and meet the van driver requirements.
- Must complete District training.
- Must complete standard first aid training competencies.

SUPERVISORY RESPONSIBILITIES:

- Supervises students while transporting them and until they are released to school staff or enter their home.

QUALIFICATION REQUIREMENTS: 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 and/or EXPERIENCE:

- High school diploma or general education degree (GED).
- Must have an excellent driving record.
- Must be able to pass a physical examination including a drug test.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess a valid Ohio driver's license with a clean driving record.
- New drivers must have or be in the process of obtaining a Standard First Aid Certificate.
- Must pass a mandatory pre-employment drug and alcohol screening in compliance with [Board Policy 4162.01](#).
- Registration in the Rapback system.

LANGUAGE SKILLS:

- Ability to read, analyze and interpret documents such as health policies and guidelines.
- Ability to speak effectively before people.
- Ability to read a limited number of two and three syllable words and to recognized similarities and differences between words and between series of numbers.
- Ability to print and speak simple sentences.

MATHEMATICAL SKILLS:

- Basic mathematical skills (e.g., time sheets, mileage reports).

REASONING ABILITY:

- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

- Must be interested in children and education.
- Ability to read and understand maps.
- Must possess the emotional maturity and stability required to work with students who have special medical needs.
- Ability to establish and maintain effective working relationships with staff and school community.
- Ability to speak clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.

WORK ENVIRONMENT: 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.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is usually moderate.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I hereby agree that I am able to perform all of the essential functions of the job with or without accommodations. A copy was given to me for my records.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Signature

Date

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