

## GALENA CITY SCHOOL DISTRICT

**Position:** Short bus/Van Driver

**Location:** Galena

**Reports to:** Activities Director

**Classification:** none

**Work Year:** October-December

**Salary:** Stipend (Part-Time)

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### Summary or Purpose:

The Driver position is responsible for the transportation of students, staff, and equipment to and from scheduled events.

### Schedule

- On-call, per request of the Activities Director.
- Primary days: Saturday & Sunday (with additional weekday assignments as needed).
- Ability to work flexible hours, including weekends and evenings.

### Qualification Requirements:

- Verified completed background check through GCSD Human Resources.  
\*\*other background checks do not suffice this requirement.
- Must hold a valid Alaska Driver's License with a clean driving record.
- Minimum age of 21 years.
- Experience driving short buses or vans preferred.
- Strong interpersonal and communication skills

### Performance Responsibilities:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Safely operate a district short bus or van to transport students, staff, and equipment to and from scheduled events.
2. Follow all Alaska traffic laws and district transportation policies.
3. Reporting any maintenance or safety concerns immediately.
4. Maintain discipline and safety during transport in accordance with district expectations.
5. Communicate promptly with the Activities Director regarding schedule changes, travel delays, or incidents.
6. Assist students and staff with loading/unloading equipment or supplies when needed.

### Physical Requirements

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 regularly required to drive; sit; stand; walk; use hands to finger, handle or feels objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Environmental Conditions**

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 is occasionally required to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter places.

The noise level in the work environment is usually low to moderate.

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

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed by \_\_\_\_\_ Date: \_\_\_\_\_