

Goochland

COUNTY PUBLIC SCHOOLS

JOB TITLE: Car Driver	WORK SCHEDULE: 178 days
REPORTS TO: Transportation Supervisor	EMPLOYMENT STATUS: Classified LICENSE REQUIRED: Virginia Driver's License
FLSA STATUS: Non-Exempt	SALARY RANGE: \$17.96/hour – \$27.84/hour

Summary

Transports students to and from school in a safe, efficient, and economical manner on a daily basis.

Essential Duties and Responsibilities include the following.

- Inspect vehicle for any noticeable defects, to include windshield, tires, lights, and seatbelts. Booster seats and car seats will be checked on a daily basis.
- Maintain daily fuel records (i.e. log fuel each time vehicle is refueled).
- Turn in the following monthly reports by the appropriate deadline; monthly gas sheet, monthly bus report, monthly pre-inspection form, certificate of absence, and other reports as requested.
- Maintain legible copy of the route and schedule in the vehicle at all times adhering to said time schedule and route when operating the vehicle.
- When operating the assigned vehicle, the driver is required to have in their possession the appropriate valid driver's license for the type of vehicle driven.
- Obtain an annual physical examination certifying ability to perform duties as a school bus/vehicle driver. The physical form must be turned in prior to contract issuance for the following school year.
- Maintains good attendance and reports personal absences in a timely manner for the supervisor to secure the substitute driver.
- Follows all procedures in reporting complaints, accidents, and student injuries to the proper authorities.
- Driver will become familiar with the contents of the first aid kit and the proper procedures for issuing the contents.
- All vehicles are to be brought to the school bus garage for inspection according to a schedule that will be established by the Supervisor of Transportation.
- Conduct emergency evacuation drills in keeping with division regulations.
- Drive defensively under varying traffic conditions and inclement weather.
- Maintain professional attitude and establish favorable working relationships with other drivers, teachers, students, and other school staff.

Goochland County Public Schools assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.

(Revised 2/17)

- Demonstrate knowledge and follow all Federal laws, State laws, and local ordinances, to include mandated regulations regarding drug testing.
- Comply with dress code.
- Keep assigned vehicle clean inside and out, including windows, windshield, lights, and license plates.
- Under no circumstances is driver to use the assigned vehicle for any purpose except to transport Goochland County Public Schools students unless authorized to do so by the proper person for each occasion
- Under no circumstances is driver to allow any person to enter assigned vehicle unless authorized by the School Board Office.
- Avoid the use of cell phone, except in the case of an emergency
- Refrain from smoking while in and around a school board vehicle at all times.
- Demonstrate the ability to deal with exuberant behavioral characteristics of youthful riders.
- Administer disciplinary procedures in keeping with school board policies and administrative regulations.
- Perform any other duties that may be assigned by the superintendent, or designee (within the hours contracted).

Qualifications

Must be at least 18 years old with a valid Virginia Driver's License. Must complete an application and meet all hiring requirements. Must have qualities and personal characteristics necessary for working effectively with students, parents, teachers and administrators.

Education and/or Experience

Must have a high school diploma or equivalent.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents or public.

Reasoning/Other Abilities

Ability to apply common sense understanding to carry out simple one-or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand; sit; and use hands to finger, handle, or feel. The employee is occasionally required to walk; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required include close vision, Distance Vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The employee is frequently exposed to fumes or airborne particles, outside weather conditions and vibration. The noise level in the work environment is usually

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Evaluation

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of classified personnel.