

Wauconda Community Unit School District #118

TITLE: DISTRICT VAN DRIVER

QUALIFICATIONS:

- Obtain and maintain a School bus endorsement
- Maintain a clean driving record.
- Ability to pass a school bus physical & drug test.
- Ability to work with a wide range of regular ed & special education students.
- Empathetic and sensitive to the needs of all students.
- Assist students to safely embark and disembark from a van.
- Ensure that students get off at the correct bus stop.
- Implement safety standards on board the van.
- Good human relations and communication skills with the ability to keep confidential student information.
- Obtain and maintain a current CPI & CPR Certification.

REPORT TO: Director of Transportation

WORK YEAR: Approximately 174 days: split shifts

SALARY: Hourly

JOB DESCRIPTION: To provide the school district with safe and efficient transportation of students, so that they may enjoy the fullest possible advantages from the District's curriculum and extracurricular activities.

PRIMARY RESPONSIBILITIES:

1. Provide safe transportation for the students as assigned by the Director.
2. Obey all Traffic Laws.
3. Observe all mandatory safety regulations for school buses.
4. Maintaining discipline on the school vehicle and encouraging acceptable behavior.
5. Report severe or repeated offenses to the building principal through write-ups.
6. Complete a daily inspection of the vehicle. Each driver will complete this daily and turn it in to the mechanics before starting the route.
7. Report mechanical failures in writing to the mechanic on the same day they are observed.
8. Keep the van interior clean at all times. Fuel must always be at half tank or more.
9. Ability to work cooperatively with parents of students, using tact, patience, and diplomacy.
10. Adhere to documented routes and times while transporting students. Transport only authorized riders. Pick up and discharge students only at authorized stops.

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11. Report all vehicular accidents, personal injuries, and safety incidents to the Director as soon as possible. Complete required reports.
12. Required to be available for flexible dismissal times as may be required by the school educational schedule, as well as be available for emergency evacuation drills..
13. Work hours will be determined by the Director of Transportation to meet the students' and districts' needs.
14. The driver is responsible for assigning and maintaining a current seating chart for all K-5 students, and middle school students will be divided by grade level.
15. Position will include exposure to a variety of weather conditions from extremely cold to hot temperatures. Proper attire and footwear are required.
16. Perform post-trip inspection of the bus after each route.
17. The driver will inspect the bus after each route to ensure that no students are left behind
18. Other duties as assigned by the Director of Transportation.