

CHARDON LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	VAN DRIVER	File 707
Reports to:	Transportation Supervisor	
Job Objective:	Provides authorized transportation services. Note: Safety is the top priority (even when delays disrupt the schedule). The driver and bus aide/monitor work as a team.	
Minimum Qualifications:	<ul style="list-style-type: none">·Meets all school van driver personnel qualifications and training program requirements described the Ohio Administrative Code 3301-83-06 and 3301-83-10.·Holds/maintains a valid Ohio driver's license. Qualifies to be covered by the district's vehicle insurance policy. Demonstrates a steadfast commitment to defensive driving practices.·Ability to deal with stressful traffic, weather conditions, and passenger distractions.·Available to work a non-traditional schedule and irregular hours when needed.·Basic computer proficiency or commitment to promptly acquire job-related technology skills.·Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)·Maintains a record free of criminal violations that prohibit public school employment.·Satisfactory pre-employment and ongoing random drug/alcohol test results. <p>Preferred Attributes: Effective interpersonal skills. Conscientious and self-directed.</p> <p>Physical Demand Level: Light to medium strength (frequently lifting/carrying 11 to 25 lbs.). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reacting quickly to traffic and weather conditions, reaching at or below shoulder height, standing, and stooping. Activities involve long periods of sitting while operating a motor vehicle.</p> <p>¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.</p> <p>Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.</p>	
Essential Functions:	<ul style="list-style-type: none">·Provides dependable transportation services. Complies with all Ohio Pupil Transportation Operations and Safety Rules as found in Ohio Administrative Code 3301-83.·Identifies work priorities to focus on tasks that require immediate attention.·Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.)·Performs pre/post-trip safety inspections. Checks fire, first aid, and safety equipment.·Immediately reports equipment concerns in writing.·Assumes responsibility for the interior and exterior cleanliness of the vehicle.·Maintains established routes and time schedules. Transports only authorized passengers.·Promptly reports hazardous road conditions that may impede district services.·Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.) Reports traffic citations, accidents, or property damage to the supervisor.·Attempts to identify and report vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.)·Loads/unloads passengers at assigned stops. Operates the ramp or wheelchair lift as needed. Ensures riders are seated and mobility equipment is secured before the vehicle moves.·Communicates rules to students (i.e., behavioral expectations and non-compliance consequences).·Assumes responsibility for controlling student conduct. Reports concerns to administrators.·Assists as needed when aware of passengers with medical/health considerations.·Follows district field trip procedures. Remains available to passengers during trips as instructed.·Conducts emergency evacuation drills that comply with state standards.·Participates in the district's bus safety program as directed.·Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when unsure about product use, storage, or disposal procedures. Follows health and safety guidelines to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.·Prepares paperwork as directed. Ensures all required data is tracked and accurately recorded.	

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Helps ensure the accuracy and privacy of confidential information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Acts to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.