

MAUMEE BOARD OF EDUCATION

JOB DESCRIPTION

<u>Title:</u>	8.02 School Van Driver
<u>Reports To:</u>	Supervisor of Transportation, Assistant Superintendent, Superintendent
<u>Employment Status:</u>	9-month
<u>FLSA Status:</u>	Non-Exempt
<u>Qualifications:</u>	<ol style="list-style-type: none">1. Must have a high school diploma or its equivalent.2. Must have a valid driver's license, a minimum of two years of driving experience, and the ability to work assigned hours.3. Must have a current Ohio school van driver certification.4. Bureau of Motor Vehicles (BMV) driving record check with no disqualifying results.5. Pre-employment drug test with negative results.6. Be physically qualified pursuant to the requirements listed in rule 3301-83-07 of the Ohio Administrative Code.7. Good health, high moral character, and good attendance record.8. Possess a tolerant and pleasant personality under sometimes demanding work situations.9. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
<u>General Description:</u>	Responsible for the safe and efficient transportation of school pupils within the guidelines of the State of Ohio and the policies established by the Board of Education; maintaining discipline in the vehicle; promoting good public relations by neat appearance, proper attitude, conversation, and appearance of the school vehicle.
<u>Essential Functions:</u>	<ol style="list-style-type: none">1. Perform and document required inspections (pre-trip, operational, post-trip) on assigned vehicle/vehicles, as required by Ohio Administrative Code 3301-83-11, to ensure the vehicle is in good, clean, and safe working order.2. Safely drive a school vehicle on days when school is in session over designated routes in accordance with established time schedules, including loading and unloading students at designated locations.3. Report hazardous conditions along the existing route to the supervisor or designee.4. Maintain student management in an effective and courteous manner among students being transported in accordance with district policies and procedures; document and report any incidents involving student behavior.5. Fuel vehicles and perform other minor maintenance duties.

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6. Report/request maintenance, repair, and service needs, on proper forms, to the head mechanic in a timely manner.
7. Maintain vehicle cleanliness.
8. Follow established procedures for handling and reporting vehicle accidents.
9. Attend and participate in training and other meetings as required.
10. Maintain confidentiality of information pertaining to students and staff and comply with all district policies.
11. As assigned, open/close the bus garage and handle dispatch duties.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Help instill in students the belief in and practice of ethical principles and democratic values;
3. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District; and
4. Perform other tasks related to the driver's duties as assigned by the supervisor of transportation, assistant superintendent, or superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a school bus under inclement weather conditions.
3. Occasional interaction among escalated students and adults.

Revised 2/01
Revised 4/05
Revised 11/05
Revised 8/06
Revised 9/07
Revised 4/08
Revised 10/08
Revised 7/15
Revised 6/20
Revised 9/25