

BAY VILLAGE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: Van Driver File: 703

Reports to: Transportation Supervisor / Director of Operations

Job Objectives: To provide safe, efficient, and courteous transportation of students as assigned by the Transportation Supervisor

The school van driver shall have an understanding of the role of pupil transportation in the educational program and meet all the physical, mental and moral requirements established by federal rule, state laws, and Administrative Code 3301-83-06.

Minimum
Qualifications:

- High School graduate or equivalent
- Valid Ohio Driver’s License
- Must be patient, display a positive attitude and have good communication skills with children of various ages.
- Must be of legal age (R.C.3327.10)
- Must be physically qualified as required by law.
- Must have completed pre-service training as required by law.
- Must have an acceptable driving record, which will be checked annually, and an acceptable background check, which will be checked as required by law.
- Must be physically capable of appropriate lifting and managing any age handicapped student when necessary.
- Must be able to handle stressful situations including but not limited to adverse driving conditions.

Essential Job Function: The following duties are representative of performance expectations. A reasonable accommodation will be made to enable a qualified individual with a disability to perform essential functions.

1. Operate the assigned vehicle safely over the designated route, following the established time schedule.
2. Perform and document a pre-trip inspection of the vehicle.
 - a. Check all fluids and fill to proper level if necessary.
 - b. Inspect all belts and hoses.
 - c. Start engine.
 - d. Check all lights.
 - e. Check all tires, reflectors and body condition.
 - f. Check for fluid and air leaks.
 - g. Check interior lights, seats, emergency equipment, doors, fans, heaters, windshield wipers, horn, and gauges.
 - h. Report any defects to the Mechanic via the provided software.
3. Keep the vehicle in a clean and attractive condition.
4. Update route sheets as required.

5. Complete required records and reports.
6. Maintain control of the students within the guidelines of Board of Education policies and procedures.

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7. Assist in the promotion of good public relations.
8. Inform the Transportation Supervisor of behavioral issues with the student.
9. Inform the Transportation Supervisor of substantial routing delays and or road conditions that may require a return to the bus garage.
10. Attend mandatory safety meetings.
11. Transport children as assigned.
12. Be pleasant with parents of students.
13. Maintains the confidentiality of privileged information.
14. Reports evidence of suspected child abuse as required by law.
15. Pick up and drop off students in driveway as the van is not equipped with lights for roadside pick-up.
16. Wear driver safety belt and ensure that all passengers and students are properly using seat belts or are properly secured in an approved child seat or other restraint if required.
17. Must be able to work cooperatively with a bus aide, if assigned to your vehicle, and clearly communicate instructions to the bus aide and passengers as needed.
18. Perform other tasks as assigned by the Transportation Supervisor and Director of Operations within the general scope of the job description.
19. Follows board policies/administrative procedures and supports the district mission statement.

Working Conditions:

The following situations are examples of possible working conditions that may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties require operating and/or riding in a vehicle.
- Duties may require lifting, carrying, and/or moving students and in an emergency situation.
- Duties may require lifting, carrying, and/or moving work related materials or equipment.
- Duties may require performing activities that include standing, bending, reaching, kneeling, and/or crouching.

- Duties may require exposure to equipment noises/vibrations, electrical hazards, chemicals, combustible materials, air borne particulates, and odors.
- Duties may require traveling to meetings and work assignments.
- Duties may include communicating needed assistance to assigned staff and volunteers.

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- Duties may require completing paperwork and use of a computer terminal for data or maintenance work entry.
- Duties may require working during the evening/weekends.
- Duties may require working under time constraints to meet deadlines.

Performance
Evaluation:

Job performance is evaluated according to the policy provisions adopted by the board of education and contractual agreements.

The board of education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.