



STILLWATER AREA PUBLIC SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: School Van Driver	Department / Building: Transportation
Reports to: Transportation Supervisor	FLSA Status: Non-Exempt
Band/Grade/Subgrade: A12	Bargaining/Work Unit: Tech Support
Position Last Updated: 10/2025	Next Position Description Update:

SECTION II: JOB SUMMARY

The School Van Driver safely transports students, staff, and other authorized passengers to and from school sites and district activities. This includes regular and special education routes, as well as assignments related to extracurricular and community programs. The driver ensures safety, compliance, and professionalism in all transport operations, contributing to a positive and supportive school environment.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility:
Percent of Time:	80%	

Tasks involved in fulfilling above duty/responsibility:

- Safely operate a **Type III vehicle** or similar passenger van under a variety of road and weather conditions.
- Safely transport students and staff between home, school, and approved destinations.
- Conduct **daily pre-trip and post-trip inspections** of the district vehicle, ensuring all safety and operational standards are met before any transporting of students.
- Report vehicle maintenance needs or safety issues immediately.
- Maintain accurate records such as mileage logs, student attendance, incident reports, and fuel usage.
- Ensure students' safety during boarding, transit, and unloading, including those with special needs.
- Communicate courteously and effectively with students, staff, parents, and the public.
- Enforce student behavior expectations consistent with district policy which also includes documentation of student behaviors with each district building..
- Perform light cleaning and upkeep of the vehicle interior and exterior.

- Participate in **required safety and compliance training**, including first aid, defensive driving, and student management.
- Support transportation needs for district staff, families, and visitors (e.g., new hires, exchange staff) as assigned.
- Adhere to **district, state, and federal regulations** governing student transportation.

Duty/Responsibility No:	2	Statement of duty/responsibility: Other projects as assigned
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

- Performs other job-related duties as requested or assigned.

This job description is intended to outline the general nature and key responsibilities of the role. It is not an exhaustive list of all duties, responsibilities, and qualifications required. The District reserves the right to modify, add, or remove duties as necessary.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- **Safety Orientation** – Prioritizes safety in all operations.
- **Dependability** – Arrives on time, fulfills duties consistently.
- **Communication** – Listens actively and responds effectively to staff and families.
- **Student Focus** – Demonstrates patience and respect toward students of all abilities.
- **Professionalism** – Upholds confidentiality and district standards at all times.
- Exercises sound judgement and makes appropriate decisions in a manner consistent with essential duties and responsibilities.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school diploma or GED.
- Valid Minnesota Class D driver's license (Class C preferred).

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VI: EXPERIENCE REQUIREMENTS

- **Clean driving record** verified through state and district review.
- Ability to pass a **criminal background check** and Non- DOT **physical**.
- Strong communication and interpersonal skills.
- Patience, reliability, and a positive attitude when working with children and diverse populations.

- Ability to perform light maintenance (adding fluids, checking tires, etc.) and lift up to 40 lbs.
- Basic familiarity with digital communication tools and forms.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of learning, environment, and resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	O	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	N
Walking	O	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	N		
Talking in person/on the phone	F	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	F	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	F	Noise Levels		Explosives	N
Climbing, balancing	N	Quiet (i.e., private office)	N	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e., business office with typewriters/ printers, light traffic)	O	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, squatting	N		N	Extreme heat (non-weather)	N
Stretching/reaching with hands & arms	O	Loud noise (i.e., many children laughing & playing, large earth moving equipment)	N	Varying weather conditions	N
Distinguishing smell	N		Very loud noise (i.e., jack hammer, front row rock concert)	N	Sight
Distinguishing temperature	N			Vision for close work/ability to adjust focus	O
Traveling by automobile	O			Looking at computer monitor	C
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O