

SOUTHWEST COOK COUNTY COOPERATIVE
ASSOCIATION FOR SPECIAL EDUCATION

JOB DESCRIPTION

TITLE: Van Driver

REPORTS TO: Supervisor

SUPERVISES:

QUALIFICATIONS: High School Diploma
Minimum age of 21
Valid Illinois Driver's License
Valid School Bus Passenger Endorsement
Ability to operate hydraulic wheelchair lift
Ability to manipulate wheelchairs in/out of vehicle
Ability to secure wheelchairs with safety straps

EVALUATION: Conducted on an annual basis in accordance with Cooperative guidelines

TERMS OF EMPLOYMENT: Length of employment, salary and benefits determined by the Board of Directors of SWCCCASE

RESPONSIBILITIES:

Technical Skills:

- Transports students to/from schools and designated sites in the community
- Assures the safety of all passengers at all times
- Refuels vehicles on a regular basis
- Maintains cleanliness of the interior of the vehicle
- Adheres to designated schedule in a timely manner
- Communicates maintenance issues to Coordinator of Building & Grounds

Communication Skills

- Performs as an integral member of the therapeutic team
- Relates in a helpful, positive, and efficient manner with peers, supervisors and all those in contact with SWCCCASE
- Maintains highest level of confidentiality

Professionalism

- Follows policies and procedures of SWCCCASE
- Demonstrates flexibility and is adaptable to change
- Uses judgment appropriately
- Demonstrates continual assessment of personal effectiveness and responds professionally to feedback, actively participates in the evaluation process; participates in professional growth activities
- Maintains a clean work area

- Dresses appropriately
- Conducts self in appropriate and ethical manner
- Treats others with respect and dignity
- Participates in professional growth activities
- Actively participates in the evaluation process

PERFORMS OTHER DUTIES AS ASSIGNED

