



Job Description

Position Title: Van Driver

Location: West Fargo Public Schools

Department: Transportation

Reports To: Transportation Director

Term: Ongoing 9-month position following school calendar.

Position is funded by McKinney-Vento Grant Funds.

Schedule: Part-time position. 3.5 hours per day.

Salary: Position follows the [2024-2025 Classified Salary Schedule](#) at A135. Starting salary begins at \$17.75-\$18.30/hour, based on experience.

Date of last review: October 2024

SUMMARY: The Van Driver transports learners to and from school in a safe and timely manner and assists in the maintenance of vans.

To Apply: Please complete the application and include three references.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned)*

Collaboration:

- Assists learners with boarding and exiting the van, as needed.
- Develops positive, effective working relationships with learners and staff.

Communication:

- Communicates with the Transportation Director/Operation Supervisor regarding problems and/or issues that arise.
- Reports all mechanical issues to the Mechanics as soon as they arise.
- Connects and shares ideas through appropriate/applicable formats to express thoughts and ideas with integrity.

Compassion:

- Demonstrates understanding and patience with each learner and their unique situations and abilities.
- Demonstrates understanding of each learner, is courteous, respectful, and fair.
- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.
- Partners with others to resolve potential controversy and conflict through respectful discussion.
- Proactively seeks to understand the ideas, opinions, and skills of others.



Creativity:

- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.

Critical Thinking:

- Completes pre-trip inspection of van daily as outlined by Federal and State DOT regulations.
- Inspects the van immediately upon conclusion of each route by walking the length of the van and performing a careful visual inspection.
- Creates seating arrangements and reports disciplinary problems when necessary.
- Reasons, interprets, and analyzes information to generate new knowledge and understanding.

Reflection:

- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

Resilience:

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

Responsibility:

- Transports learners to and from school using assigned van.
- Monitors behavior and well-being of learners during transportation to and from school.
- Completes all post-route logs and checklists immediately upon return to bus barn.
- Maintains safe operation by checking all lights, gauges, switches, mirrors, and windows for proper operation.
- Maintains cleanliness of the van by cleaning out garbage, and washing the windows, mirrors, and lights as needed.
- Maintains confidentiality of learners in all areas of assignment.
- Attends the required annual training sessions as directed by supervisor.
- Attains certification in First Aid and Defensive Driving Classes upon employment with the school district.
- Checks all learners and riders to ensure safety belts are attached properly.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.
- The employee may be required to lift up to ~30 pounds.



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- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee will work in an environment that has a quiet to loud noise level.
- The employee may come into contact with standard automotive fluids.
- The employee may come in contact with bloodborne pathogens or other bodily fluids on rare occasions.

EDUCATION AND/OR EXPERIENCE:

- High School diploma or general education degree (GED).
- Must possess a valid driver's license and clean driving record.
- Must pass a Department of Transportation (DOT) physical exam and standard drug/alcohol testing prior to employment.
 - Random drug/alcohol testing of transportation employees performed periodically.
- Prior experience working in a school setting preferred.
- Prior experience providing transportation to learners is preferred.
- Prior experience working with learners with complex behaviors is preferred.

LANGUAGE SKILLS:

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

OTHER SKILLS AND ABILITIES:

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.
- Adheres to route schedule as prescribed by the Transportation Director.

SUPERVISORY RESPONSIBILITIES:

- None.