



YCSD Van Driver
JOB DESCRIPTION

Title: Van Driver

Qualifications:

1. Twenty one years of age with two years driving experience. (preferred)
2. High school diploma or GED
3. Must undergo and pass an annual physical examination and annual drug test.
4. Have a satisfactory Motor Vehicle Records check obtained through the Ohio Department of Education. (semi-annual)
5. Have satisfactory BCII (State Background Check) and FBI Checks (Federal Background Check)
6. Posses a valid Commercial Driver's License (CDL) with S/P. (preferred)
7. Be knowledgeable of all Ohio Pupil Transportation Operation and Safety Rules.
8. Stable and high moral character.
9. Physically capable of lifting and managing preschool and special needs children when necessary.
10. Must satisfactorily complete the Ohio Pre-Service Bus Driver training given by the Ohio Department of Education.
11. Participation in drug and alcohol testing as mandated by the federal motor carrier safety administration (FMCSA)
12. Must attend all safety workshops and meetings as required by the district administration.
13. Must be insurable.
14. Works to promote and maintain good relations between the school and the community.
15. Must be trustworthy and act as guardian of school property, equipment and supplies.
16. Ability to cope with stressful situations.
17. First Aid Training/CPR.
18. Maintain good attendance.
19. Reports to: Transportation Supervisor
20. Job Function: To provide safe and efficient transportation of students.

Duties and Responsibilities

1. Operates Board-owned buses and/or vans as assigned by the Supervisor of Fleet Services at the Transportation Department.

2. Arrives at the bus garage in adequate time to complete a safety checklist and pre-trip for preparation for trip (buses and vans).
3. Leaves the starting point promptly at designated time and follows the assigned route, stopping and starting at each stop to lead or discharge students in a safe and orderly manner.
4. Operates vehicles carefully and safely, observing all laws, rules and regulations.
5. Must be alert at all times for safety and behavior of students.
6. Keeps the inside and outside of vans clean (including windows) for safety purposes.
7. Notifies the Mechanics in written form of any mechanical malfunction on any vehicle.
8. Reports all accidents promptly to the Supervisor of School Transportation. Include in your report the following:
 - a. Explain the circumstances
 - b. Determine the extent of injuries, if any, to anyone
 - c. Describe all property damages
 - d. List all passengers
 - e. Complete accident forms
9. Advises appropriate principal and /or Supervisor of School Transportation in written form, of any inappropriate behavior of passengers.
10. Accepts extra-curricular assignments on a rotational basis, keeping accurate mileage and time log.
11. Works to promote and maintain good relations between the school district and the community.
12. Maintains appropriate appearance and dress as required per contract.
13. Performs such other functions as directed by his/her supervisor.

TERMS OF EMPLOYMENT:

Hourly.

Schedule and wages established by the Board.