

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

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| Title: | VAN DRIVER | File 707 |
| Reports to: | Transportation Supervisor | |
| Job Objectives: | Provides for the safe, efficient, and courteous transportation of students to and from school and all school related events as directed; complies with Federal and State laws, and Board of Education rules and mandates that pertain to school bus/van drivers. | |
| Minimum Qualifications: | <ul style="list-style-type: none">· High school diploma.· Meets all mandated health requirements.· Documentation of a clear criminal record.· Complies with drug-free workplace rules and board policies.· Meets qualifications defined in the current Ohio Revised Code, Ohio Pupil Transportation Operation & Safety Rules, school board policy, training and certification required by law.· Satisfactory pre-employment and ongoing random drug tests results.· Ability to manage students with physical and mental disabilities.· Ability to anticipate and deal with stressful traffic and weather conditions.· Demonstrates maturity and the ability to work with students and their families. | |
| Responsibilities and Essential Functions: | <p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Operates the assigned vehicle according to all motor vehicle laws. Keeps the transportation supervisor informed about emerging issues.· Upholds board policies and follows administrative procedures.· Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.· Practices defensive driving techniques. Maintains established routes and time schedules. <i>Note:</i> Safety is the top priority even if delays disrupt the van schedule.· Transports only authorized passengers. Picks up and unloads students only at approved stops. Keeps route sheets up-to-date. Offers routing suggestions.· Performs pre-trip and post-trip safety inspections. Checks fire, emergency equipment, and first aid supplies. Prepares written inspection reports.· Offers help when students ask or their behavior suggests they need assistance.· Supervises van loading and unloading procedures.· Inspects harnesses, restraints, and other safety devices. Immediately corrects or reports unsafe conditions and/or defective equipment. | |

- Anticipates and is prepared to provide assistance when aware of passengers with medical or other health considerations.
- Monitors student behavior. Enforces safety regulations. Maintains high standards and upholds the student conduct code.
- Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Assumes responsibility for the interior cleanliness of the vehicle. Keeps front, back, driver's side, and door windows clean to maintain visibility and comply with state law.
- Uses proper protocol when operating van communication equipment.
- Immediately reports all traffic citations and accidents. Promptly documents all injuries that require medical attention.
- Reports road hazards along the van route to the transportation supervisor.
- Participates in the district's bus/van safety program as directed.
- Reports equipment malfunctions in writing.
- Documents mileage.
- Shares in the responsibility for authorized field trips. Remains available to teachers and students during the trip when instructed.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Warms up the engine gradually in cold weather.
- Exercises responsible leadership when on out-of-district school trips.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the transportation supervisor: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment. Occasional requirement to lift students up to 90 pounds or push/pull wheelchair bound students, up to 500 pounds. Occasional requirement to carry van students in an emergency evacuation.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require operating power-driven equipment.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors (i.e., carbon monoxide and fuel).
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals. Occasional requirement to restrain students.
- Occasional requirement to work overtime.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the OAPSE Chapter 208 and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.

Adopted 9/26/11 (Attachment D)