

# Meeker School District Re-1

## Job Description

**Title:** Small Vehicle Activity Operator  
**Department(s):** Transportation  
**Reports to:** Transportation Director / Building Principal  
**Work Year:** Volunteer



### Job Summary:

The Small Vehicle Operator is responsible for all duties associated with transporting students in a safe and timely manner.

### Summary of essential job function:

1. Perform and record pre/post trip safety inspections. Pre-trip yourself. Be ready and alert to drive.
2. Adhere to all speed limits and traffic laws, and allow for weather conditions to establish safe speeds. Must adhere to 15 mph on all school property.
3. Maintain discipline with students and follow established student discipline procedures. Be firm, friendly and fair.
4. Must have a valid driver's license and First Aid Card with you at all times.
5. Report in writing, any unsafe bus condition to proper garage personnel. Explain evacuation drills as required.
6. Record and submit all required paperwork.
7. Drivers are not required to participate in Drug and Alcohol testing program. Drivers shall not smoke, or use tobacco products, in or around any transportation department vehicle or on school property.
8. Follow policies, procedures and rules governing all areas of transportation and personnel department. Refer to Type A, Multifunction and Small Vehicle Route/ Activity Operator Guide
9. Operate two-way radio in acceptable manner and perform other duties related to transporting students as assigned.
10. All Transportation personnel will work toward a team-building concept and solve problems together. Employees will establish and maintain a high level of public relations by being cheerful, helpful and courteous at all times.

### Qualifications and Experience:

- High School Diploma or equivalent.
- Must hold all required certificates and have training as required by the Department of Transportation, CDE and local Board of Education.
- Must be at least 21 years of age, have a satisfactory driving record as determined by Board policy and be acceptable to insurance carrier.
- Must be able to perform all duties of the job.

- Must pass driving performance test as part of the pre-service training.
- Driving performance test will include pre-trip inspections. Must pass required written tests and receive First Aid/CPR certificate every two years.
- Drivers will be provided with a pre-service training program and district will maintain files of all records regarding training.

**Clearances:**

- Criminal Justice Fingerprint/Background Check.
- Motor Vehicle background check

**Physical Demands:**

- This job requires being able to safely lift 90 pounds without any physical limitations on a daily basis.

**Work Environment:**

- The noise level in the work environment is usually moderate.
- Handles and maintains composure during high stress tasks.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.