

JOB DESCRIPTION

VAN DRIVER

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Must hold valid Maine Driver's License
3. Pass annual physical required of bus drivers
4. Demonstrated aptitude or competence for assigned responsibilities
5. Ability to interact well with students, staff and community

REPORTS TO: Transportation Director

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school vehicles.
3. Maintains discipline when students are in the vehicle.
4. Reports all discipline issues to the Transportation Director.
5. Keeps assigned vehicle clean.
6. Keeps to assigned schedule.
7. Checks vehicle before each operation for mechanical defects.
8. Notifies the Transportation Director in case of mechanical failure or lateness.
9. Discharges students only at authorized stops.
10. Exercises responsible leadership at all times.
11. Transports only authorized students.
12. Reports all accidents and completes required reports.
13. Enforces all school policies pertaining to student transportation.
14. Performs such other duties and assumes such other responsibilities as the Transportation Director may assign from time to time.
15. Participates in professional growth activities in order to have the knowledge required to perform the job successfully.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements. Employment physical and back screening required at time of hire and at other times per the discretion of the Transportation Supervisor or Superintendent.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
5. Ability to do basic writing.
6. Demonstrate the ability to communicate effectively.

TERMS OF EMPLOYMENT: As specified by contract

EVALUATION: Performance of this job will be evaluated in accordance with this document and the Transportation Director

Reviewed and agreed to by _____ Date _____

History

Approved: August 28, 2018