

TITLE: Van Driver

<u>Title of Immediate</u> <u>Supervisor:</u> Manager of Transportation	Department: Transportation	<u>FLSA Status:</u> Exempt
Accountable For (Job Titles): Not Applicable		Pay Grade Assignment: Pay Group 7, Step A 38 weeks per year

General Summary or Purpose Of Job:

JOB SUMMARY: Responsible for operating a District Van or Car and transporting school-aged children and other authorized personnel safely and efficiently over specified routes to and from schools and various activities. Conducts pre-trip inspections; observes safety regulations and policies; enforces student discipline in the vehicle

DUTY		FRE-
NO.		FKE- QUENCY
NO.	ESSENTIAL DUTIES: (These duties and frequencies are a	QUENCY
	representative sample; position assignments may vary.)	
1.	Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation	Daily
2.	Assists students and other passengers (e.g. seating, restraints, special equipment, etc.) for the purpose of providing safe loading and unloading from vehicles including both emergency situations and normal transport.	Daily
3.	Attends meetings, trainings, etc. for the purpose of maintaining skills and meeting District and State requirements.	Daily
4.	Communicates with parents, students, teachers, administrators, etc. for the purpose of conveying and/or receiving information.	Daily
5.	Drives school vans for the purpose of transporting regular education and/or special education students over scheduled routes and to/from school and/or field trips in a safe and timely manner.	Daily

CLASSIFICATION DESCRIPTION

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6.	Fuels assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.	As needed
7.	Performs other technology duties of a comparable level or type.	As needed
8.	Performs other duties of a comparable level or type	As required

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

EDUCATION/CERTIFICATION/LICENSURE:

- High School Diploma or equivalent
- Valid Minnesota driver's license (Class D) and acceptable driving record for insurability by the District's insurance carrier, and to meet state requirements
- Ability to pass a federally mandated drug/alcohol screen

SKILLS:

Duluth

O Public Schools

• Required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; and operating school buses and related equipment.

Desirable/Preferred Qualifications:

Knowledge Requirements:

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- Possession of, or the ability to obtain, a valid Minnesota Driver's License. Must maintain once acquired.
- Strong knowledge of safety practices and procedures.
- Understand emergency evacuation techniques.
- Administer basic first aid and / or be CPR certified if required by district.
- Knowledge of health standards and hazards.



TITLE: Van Driver

• Understand state regulations and laws pertaining to the operation of school buses; and child behavior.

Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- Able to adhering to safety practices.
- Prepare and maintain accurate records.
- Operate equipment used in transporting special needs students.

Skill Requirements:

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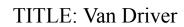
O Public Schools

Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- Be reliable and capable of working independently.
- Able to drive vehicle during adverse weather conditions
- Patience and firmness for dealing with children.
- Be attentive to detail.
- Display tact and courtesy, establishing and maintaining effective working relationships.
- Communicate with diverse groups.
- Able to maintain confidentiality.

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		1000000000000000000000000000000000000	Trequently	Continuousiy
Walk				
Sit				Х
Use hands dexterously (use fingers to handle, feel)				
Reach with hands and arms				
Climb or balance		\checkmark		
Stoop/kneel/crouch or crawl				
Talk and hear				
Taste and smell	\checkmark			
Lift & Carry: Up to 10 lbs.				
Up to 25 lbs.				
Up to 50 lbs.				
Up to 100 lbs.				
More than 100 lbs.				





General Physical Conditions:

Duluth

- Sitting for extended periods of time when operating a transportation vehicle.
- Bending at the waist, kneeling or crouching. Reaching, pulling and pushing to open van doors.
- Lifting moderately heavy objects

<u>Vision Requirements</u> : Check box if relevant	Yes	No
No special vision requirements	\checkmark	
Close Vision (20 in. of less)	\checkmark	
Distance Vision (20 ft. of more)		
Color Vision	\checkmark	
Depth Perception		
Peripheral Vision		