

## Van Driver Job Description

**Purpose:** Drive a district van through designated routes according to established time schedules; pick-up and drop-off regular and/or special needs students at designated stops.

**Responsible to:** Transportation/Supply Supervisor

**Range:** Transportation/Supply Hourly Rate Schedule, Level 3

**Classification of Employment:** Non-Exempt

**Date:** September 2024

### **Qualifications:**

1. High school diploma or equivalent.
2. Valid Kansas drivers' license.
3. Must be able to follow all safety rules and practices.
4. Subject to pre-employment and random drug and alcohol testing.
5. Pass DOT physical.

### **Essential Functions:**

#### **1. Knowledge, Skill and Abilities**

- a. Ability to administer first aid.
- b. Ability to complete basic record-keeping procedures.
- c. Use good interpersonal skills and the ability to use tact, patience and courtesy.
- d. Ability to use safe and defensive driving practices and properly operate school vehicles.
- e. Support the value of an education.
- f. Support the philosophy and mission of Derby Public Schools.
- g. Comply with all district policies, rules and regulations.

#### **2. Physical Requirements/Environmental Conditions**

- a. Requires the ability to sit and/or stand for prolonged periods.
- b. Requires the ability to stoop, bend, reach and/or and lift.
- c. Requires the ability to manually move, lift, carry, pull, or push heavy objects or materials.
- d. The employee must regularly lift and move up to 20 pounds, and occasionally lift and move up to 100 pounds.

- e. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.
- f. Requires regular attendance and/or physical presence at the job.

**General Responsibilities:**

1. Maintain order and a positive environment among students in the vehicle.
2. Attend all monthly safety meetings
3. Ensure students are safe and secure in the vehicle, using equipment as required.
4. Supervise student conduct during transport to assure safe vehicle operation.
5. Refuel and perform safety checks and inspections on vans.
6. Complete trip records, daily vehicle reports and vehicle inspection reports.
7. Review route changes, passenger changes, challenges, safety hazards or incidents with supervisor or designee as needed for recommended actions.
8. Perform first aid according to established guidelines and procedures.
9. Maintain regular and punctual attendance to fully meet work responsibilities.
10. Complete daily vehicle reports and vehicle inspection reports.
11. Relate to students in a warm and caring manner.
12. Adhere to all district health and safety policies.
13. Other duties as assigned by the transportation supervisor or administrative staff which are consistent with the general requirements and qualifications for the position.