

Southwest Local Schools

Job Description

Job Title: Van Driver

Reports to: Director of Operations, Assistant Director of Operations

Approved by: Board of Education

Approved Date:

General Description: The van driver will safely transport students to and from school, and on field trips, with a focus on building positive relationships with students and the community by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Follow all district related policies as they pertain to pupil transportation.
2. Collaborate with supervisors, bus drivers, monitors, mechanics, as well as building administrators / teachers to safely transport students each day.
3. Monitor compliance with Federal and State regulations and requirements for being a van driver as established by the Ohio Department of Education and the Ohio Department of Highway Safety.
4. Develop strong relationships with students, parents, and community members via daily interactions.
5. Maintain discipline on the van via both positive and negative reinforcement strategies.

Student Safety:

1. Complete a daily safety inspection of the van per state requirements (pre-trip) and report any mechanical defects on the proper form. Keep the van clean on both the inside and out.
2. Check all fire, emergency, and first-aid equipment regularly to keep the equipment on board clean, organized, and in working order for when it's use is necessary.
3. Establish and enforce points of safety for each stop on the van route to ensure student safety as you pull up to or away from the designated stop.
4. Conduct emergency evacuations with students each year in accordance with state law, collaborating with school personnel and supervisors to establish a schedule for evacuations.
5. Safely transport students on your route or field trip by abiding by all speed limits and other traffic protocols.

Positive Community Relations

1. Collaborate with parents, students, and any van monitors to keep order on the van and be responsible for discipline, in keeping with school policies as approved by the Board of Education.
2. Support school and district PBIS programs which recognize students who act as role models for their peers or perform an act that goes beyond what is expected of them to help others or support the district.
3. Assist in the promotion of good public relations at district events (ex. Open House) and on a daily basis while driving the van by greeting students and parents, speaking in a positive tone, and sharing good news with our parents / community.
4. Be courteous to students, parents, and drivers of other vehicles such as bus drivers while entering / exiting parking lots and while traveling roads on your designated route or at designated stops.
5. Work with building principals, parents, supervisors, and others on matters relating to administration of transportation programs and any concerns that may arise in this area.

Transportation Procedures:

1. Have the van ready to leave at the scheduled time, with sufficient fuel and all necessary inspections completed by the time of departure.
2. Operate the van over the designated route, keeping route sheets up to date with student, time, directions, stops, and points of safety as changes take place.
3. Monitor students entering and exiting the van to ensure that they are on the correct route, at their designated stop, and receiving any assistance that may be necessary to help them board the vehicle.
4. Ensure that all students in need of an adult at the bus stop (Kindergarten and 1st grade students) depart with an approved adult, contacting the schools or supervisors as needed to assist with any issues.
5. Park district-owned vans and automobiles, as well as personal vehicles in the designated areas.
6. Complete all required paperwork and reports as dictated by state regulations, district policies, or at the direction of supervisors.
7. Assist in the response to emergency situations where pupil transportation may be involved or needed.
8. Attend various internal and external meetings / training programs related to pupil transportation and/or professional development to learn and grow in your role as bus driver.
9. Check district mailbox and district email accounts on a daily basis.
10. Perform other duties as assigned by supervisors, including additional duties that result in time compensation.

SUPERVISORY RESPONSIBILITIES – This person would directly supervise students entering, riding, and exiting the van on their designated route or field trip.

QUALIFICATIONS – To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE – High School Diploma is required. Experience with CDL transportation recommended.

LANGUAGE SKILLS – Ability to communicate effectively with students, parents, colleagues, and administration. Ability to respond to common inquiries and complaints from students, parents, agencies, teachers, or members of the school community. Ability to control tone of conversation to remain positive even in the face of negative influences.

CERTIFICATES, LICENSES, REGISTRATIONS – Valid certificate / license as issued by the Ohio Department of Education. Successful completion with OBI instructor, passage of test, and approval via ODE is required.

OTHER SKILLS & ABILITIES – Ability to establish and maintain effective working relationships with students, peers, parents and the community. Ability to speak clearly and concisely during oral communications. Ability to perform duties with awareness of district requirements and BOE policies. Must have excellent organizational and time management skills. Excellent verbal (including listening) and non-verbal communication skills. Must be able to work independently. Pushing the agenda and goals of the school district is imperative.