

Transportation Vehicle Driver

Purpose Statement

The job of Transportation Vehicle Driver is done for the purpose of providing support within the student transportation services area with specific responsibilities for transporting students over scheduled routes to and from District activities and event using non-school bus vehicles; ensuring vehicle operation is in safe operating condition; and ensuring the safety of students during transport as well as loading and unloading of buses.

This job reports to Assigned Supervisor

Essential Functions

- Drives non-school bus vehicles for the purpose of transporting passengers over scheduled routes to and from District activities and events in a safe and timely manner.
- Advises students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.
- Assesses a wide variety of work-related situations for the purpose of resolving or recommending a resolution to the situation.
- Assists students and other passengers for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.
- Attends meetings for the purpose of gathering information required to perform job functions.
- Cleans and disinfects assigned vehicles, both interior and exterior, for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Fuels assigned vehicle for the purpose of maintaining vehicle in a safe operating condition.
- Informs other school personnel and parents of events, policies, and practices for the purpose of providing information and clarification of procedures.
- Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.
- Performs pre-trip and post-trip inspections for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares reports for the purpose of documenting activities, providing written reference, conveying information, and complying with established guidelines.
- Reports observations and incidents for the purpose of communicating information to appropriate personnel for their action.
- Responds to inquiries from stakeholders for the purpose of providing the necessary information regarding transportation services.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to 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; applying pertinent codes, policies, regulations, and laws; operating district vehicles, fire extinguisher, two-way radio, and standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyzes situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: emergency evacuation techniques; area streets and locations; minor vehicle repair; first aid; health standards and hazards; pertinent codes, policies, regulations, and laws; safe driving practices; safety practices and procedures; two-way radio communication; and utilizing a variety of safety equipment as assigned.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships; exercising sound judgment; maintaining an understanding of the special needs of students and their parents; maintaining confidentiality; and working with constant distractions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience and five years of licensed driving (Class C) is required.

Education (Minimum): High school diploma or equivalent.

Required Testing

Driving Skills Proficiency Test
Random Drug and Alcohol Testing

Certificates and Licenses

Valid Driver's License

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Pre-Employment Drug Testing
Current DMV H6 Driving History Report
Tuberculosis Clearance

FLSA Status
Non Exempt

Approval Date
December 14, 2021
Revised Date

Salary Grade
Range 2