

USD 261 EDUCATIONAL SUPPORT STAFF  
POSITION DESCRIPTION

POSITION TITLE: **VAN DRIVER**

SUPERVISOR: Director of Transportation

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Complete state-required physical examination for Van Driver (after employment offer is made).
3. Valid License.
4. Meet all State requirements for Van Drivers, including Defensive Driving, CPR, and First Aid Certification.
5. Must pass and is subject to drug tests as required by federal and state law and the policies regarding drug testing.
6. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Provide clean, safe and reliable transportation to ensure students benefit from district programs and activities.
2. Ensure all activities conform to State school transportation guidelines to provide a safe and secure environment.
3. Communicate effectively and work cooperatively with school district staff and community members to ensure a positive work environment.
4. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned to ensure that all activities are completed in a timely fashion.
5. Implement all mandatory safety regulations for vans to abide by local and state policies.
6. Maintain discipline and report those who are not abiding by the rules to the proper authority to maintain order while on the van.
7. Keep assigned van clean for the purpose of ensuring safety, appearance, and sanitation of vehicle.
8. Keep to assigned schedule to provide minimal school disruptions.
9. Check van before each operation for mechanical defects and notify the proper authority in case of mechanical failure or lateness for the purpose of maintaining efficiency of the vans.
10. Discharge students only at authorized stops in order to accurately account for the whereabouts of each and every student.

11. Exercise responsible leadership and good judgment when on out-of-district school trips in order to provide a high level of care for our students.
12. Transport only authorized students for the purpose of ensuring the safety and welfare of students within the district.
13. Report all accidents and complete required reports for the purpose of providing detailed information to the proper authorities.
14. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
15. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

1. Requires prolonged sitting.
2. Requires turning and reaching.
3. Requires driving skills, including the ability to operate vehicle at night.
4. Must work indoors and outdoors during the school year.
5. Must work in noisy, crowded, stressful environments, with numerous interruptions.
6. Must work in and around dust, fumes, and odors.

**TERMS OF EMPLOYMENT:**

At will

**PERFORMANCE REVIEW:**

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**APPROVED:**

1/28/2019