

**Position:** Van Driver

**Reports to:** Transportation Supervisor

**Employment Status:** Regular/Full-time/Part-time

**FLSA Status:** Non-Exempt

**Description:** To safely and efficiently transport students and applicable staff; comply with federal and state laws, and Norton City Schools Board of Education rules and mandates that pertain to school van drivers.

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Operates the assigned vehicle according to all motor vehicle laws. Keeps the transportation supervisor informed about emerging issues
- Drives a passenger van daily over designated route in accordance with the time schedules; operates a two-way radio to maintain communication with the transportation office
- Review route changes, passenger changes, challenges, safety hazards, or incidents with supervisor or designee as needed for recommended actions
- Perform minor first aid when needed
- Follow district policies by establishing and maintaining daily record of assigned routes, van operation, lists of student passengers, tracking route and miles, and keeping route sheets updated
- Maintain up-to-date knowledge and awareness of changes in driving laws as they apply to transporting school children
- Perform pre-trip and post-trip safety inspections
- Secure seat belts, car seats, securement devices, and windows for the purpose of ensuring the safe transportation of students
- Notify the transportation supervisor in case of mechanical failure or lateness
- Discharge students only at authorized stops
- Transport only authorized students
- Reports all accidents, completing documentation for the purpose of providing information for follow-up action and/or proper procedures
- Promotes the proper use and care of school property. Assumes responsibility for the interior cleanliness of the vehicle. Keeps front, back, driver's side, and door windows clean to maintain visibility and comply with state law. Keep inside and outside of vehicle clean
- Anticipates and is prepared to provide assistance when aware of passengers with medical or other health considerations
- Report any hazardous conditions along the existing route to the transportation supervisor
- Attend transportation meetings and in-services and be available in the event of emergency dismissal
- Notify the transportation supervisor in case of illness in order to permit time to secure a substitute driver
- Share in the responsibility for driving for a school-sponsored event and/or approved field trip
- Respects personal privacy. Maintains the confidentiality of privileged information
- Maintain respect at all times for confidential information, e.g. student identification information, student medication
- Promote good public relations by personal appearance, attitude, conversation and by the safe and professional operation of a van driver
- Perform other duties as assigned by the Transportation Supervisor
- Exercise responsible leadership when on out of district school trips

**Qualifications:**

- High School Diploma
- Documentation of a clear criminal record
- Complies with drug-free workplace rules and board policies
- Satisfactory pre-employment and ongoing random drug tests results with yearly T-8/physical examinations established by the federal government and the State of Ohio
- Possess and maintain the Van Driver Certification form issued by the Ohio Department of Education and Workforce
- Possess interest in and empathy for children
- The ability to maintain effective pupil behavior management control over groups of children and to manage students with physical and mental disabilities
- Maintain a tactful and cooperative relationship with those contacted in the course of work (e.g. students, parents, general public, and employees)
- Recognize and respond to emergency situations quickly and calmly
- Must be neat and clean in appearance and follow dress code in the Transportation Manual
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- Demonstrate the ability to walk up and down steps, and walk the aisle of a school van

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Basic first aid
- Knowledge of relevant Ohio laws and regulations
- Knowledge of traffic rules
- Ability to read and understand verbal and written instructions, written warnings and labels
- Ability to work independently
- Demonstrate professionalism and contributes to a positive work environment
- Exercises self-control and perseverance when dealing with students
- Exhibits consistency, resourcefulness, stability, regular attendance, safety consciousness, cooperation, responsibility, and is punctual
- Possess ability to work with other employees in productive and cooperative manner
- Reacts productively to interruptions and changing conditions
- Trained to recognize signs of abuse or neglect and the signs of drug or alcohol abuse

**Equipment Operated:**

- Tire gauge
- Safety equipment on bus
- Fire extinguisher
- First aid kit
- Body fluid kit
- Various handheld items, e.g. tire iron, oil can, flares, broom, dustpan, flashlight, squeegee

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a van or vehicle in inclement weather conditions
- Interaction with children
- Occasional evening/weekend/summer work, or extended hours
- Occasional requirement to lift, carry, and move work-related supplies/equipment, may be required to lift students up to 70 pounds in an emergency situation

- Frequent requirement to sit, stand, walk, talk, hear, see (color vision required), read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel and stoop
- Occasional requirement to restrain
- Duties may require working under time constraints to meet deadlines

**Evaluation:**

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by: Norton City Board of Education  
Adoption date: March 11, 2024