



## VAN DRIVER

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### Position Summary

Drives district vans to safely transport individual or small groups of students between homes and schools or as assigned.

### Supervisory Relationships

Reports to the transportation manager.

### Distinguishing Characteristics

Distinguished from a school bus driver by the requirement to drive vans instead of school busses and therefore by all the differences in training, license requirements, operational skills and pupil management skills. Some of these

### Essential Functions

1. Drive vans as needed to transport individual or small groups of students whose schedule or destination needs are not compatible with routes or special time limitations makes it is more efficient for district to transport in small numbers. This transportation would occur on a predetermined time schedule and would include taxi like services and routing exceptions.
2. Control aggressive student activity and encourage calm and orderly conduct by implementing behavior management programs and working with the transportation staff and the classroom teacher and/or other appropriate staff.
3. Perform pre-trip inspection of van brakes, tires, exits, lights, instruments, emergency equipment and general operability; maintain interior cleanliness of van.
4. Complete required reports of odometer readings, van malfunctions and student conduct.
5. Attend and participate in district required classroom training programs, department meetings and planning sessions.
6. Communicate problems to district supervisory, routing and maintenance personnel or school administrators as necessary. Operate two-way radio.
7. Maintains regular and prompt attendance.
8. Performs other related duties as assigned.

### Required Knowledge, Skills and Abilities

1. Thorough knowledge of the operation and capabilities of district vans and van safety equipment.
2. Ability to drive safely under pressure of time constraints, student misbehavior, hazardous road conditions, and traffic demands. Punctuality and ability to pace activity to meet prescribed schedules.
3. Knowledge of behavioral management techniques applicable to special education students who may have severe animosity or physical disability and who require individual attention.
4. Ability to represent the District's objectives of courtesy and responsibility to the public.
5. Some availability for evening training classes or meetings.

## Minimum Qualifications

1. Possession of a valid State of Oregon Driver's license.
2. Attend an activity vehicle driver training class, training in first aid and maintain a driving record that meets DOE standards.

## Work Environment

- Work is performed in an office environment.
- Travel to remote sites and the district repair center is required.

## Physical Requirements

Incumbent may work split shifts. Incumbent may be exposed to risk of accident, exhaust fumes, and noise of passengers.

| ADDITIONAL INFORMATION |  |
|------------------------|--|
| <b>Employee Unit</b>   | OSEA Classified                            |
| <b>Pay Grade</b>       | Grade 7                                    |
| <b>Approved by</b>     | Cydney Vandercar, Human Resources Director |
| <b>Last revised</b>    | July 5, 2017                               |