

Red Wing Public Schools Position Description

Van Driver

General Information

Department:	Special Education
Unit:	Education Support Personnel Association
Immediate Supervisor:	Assistant Director of Special Education
Grade Placement:	5
FLSA Status:	Non-Exempt

Position Summary

The Van Driver is responsible for the transportation of students to designated programs in accordance with the rules of the road, safety procedures and district procedures. Maintains assigned van for fuel, cleanliness and safety equipment and completes appropriate state trip records and documentation.

Essential Duties and Responsibilities

1.	Ensures district van is maintained and all equipment is in proper working order prior to any transport. Follows and ensures the safety of operation per MN Department of Transportation checklist.
2.	Operates the vehicle safely and in accordance with all rules of the road being alert to all road conditions and other drivers.
3.	Transports assigned students to designated areas in a safe and timely manner.
4.	Communicates student expectations as a passenger on the van; understands the needs of students with disabilities; and handles disciplinary and behavioral issues safely. Communicates and informs the supervisor of any disciplinary actions taken and behavioral incidents occurring on the bus and maintains confidentiality.
5.	Cleans, fuels and maintains the van after transports.
6.	Communicates and interacts with parents, school personnel and public concerning transportation issues.
7.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training:	High school diploma
Degree Information:	Not applicable
Major Field of Study or Degree Emphasis:	Not applicable
Required Work Experience:	None
Licenses / Certifications Required:	<ul style="list-style-type: none">• Valid driver's license in Minnesota with driving record that meets minimum school district / insurance company criteria• Department of Transportation (DOT) Medical Card

Essential Knowledge Required to Perform the Essential Functions of the Position

- Laws and rules of the road and safe vehicle operation.
- Familiar with the geographic and operating area of the school district and surrounding areas.
- Fundamentals of proper body mechanics and lifting techniques.
- DOT checklists, equipment and safety checks.

Essential Skills Required to Perform the Work

- Maintaining cooperative working relationships with fellow employees.
- Oral communication skills and ability to interact appropriately with students.
- Operating a van and following established delivery schedules in a timely but safe manner.
- Learning and following written and oral instructions.
- Ability to work independently.
- Proper body mechanics and risk management procedures.
- Maintaining and checking van for proper operation and safety equipment.
- Following and adhering to the rules of the road.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands arms		X		
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear			X	
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Majority of the job is devoted to the operation and use of vehicles in a variety of weather conditions; student distractions; and some moderate lifting that involve some environmental risks or disagreeable conditions.

Classification History and Approval

Created: 6/2014 by Bjorklund Compensation Consulting

Revised: 4/15/16