

## **JOB DESCRIPTION FOR FOLEY PUBLIC SCHOOLS**

**JOB TITLE:** Special Education Van Driver

**JOB SUMMARY:** To safely transport special needs students to and from school

**REPORTS TO:** Transportation Supervisor

**LOCATION:** Bus Garage

### **MAJOR JOB DUTIES:**

#### **Essential Functions:**

- Transport special needs students to and from school.
- Operate school van in a safe manner under a variety of weather and road conditions.
- Monitor behavior of students during transportation to and from school.
- Make seating arrangements and recommends disciplinary actions.
- Check all lights, gauges, and switches for proper operation.
- Clean all mirrors and windows to ensure unobstructed vision and safety.
- Perform other safety checks according to established procedure.
- Communicate with parents and faculty regarding problems and/or issues relating to transportation.
- Clean van, including sweeping floor, removing trash, and washing windows and exterior of van.
- Log monthly mileage for special education reporting requirements.
- Other duties as assigned.

### **Qualifications including Education/Skills/Training Required:**

***Licenses/Certification:*** Valid Class D Minnesota Driver's license with no moving violations on vehicle record. The van driver must be deemed insurable by the district's insurance carrier. A Motor Vehicle Record (MVR) review will be conducted annually

Also, good people skills, First aid certification, wheelchair restraint training and Bloodborne pathogen annual training.

### **Physical Demands of the Position:**

The van driver has a moderately strenuous job. The Driver must sit for long periods and requires intense concentration, particularly in poor driving conditions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; use foot controls to drive; reach with hands and arms; climb; bend, stoop, and kneel; and talk or hear. The employee must be physically able to perform and demonstrate to having the ability to assist a preschool-age student into a car seat. Specific vision abilities required by this job include close vision, distance vision, night/dusk vision, color vision, and peripheral vision.

## **Working Conditions:**

The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent include the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands. The Van Driver must work in all different weather conditions including extreme cold and extreme heat. The Driver must maintain order and discipline in the van while driving in a safe and appropriate manner. Stress can be caused by the need to address behavior issues and discipline problems. While performing the duties of this job, the employee is frequently exposed to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving a van; and traffic. The employee is occasionally exposed to moving mechanical parts and outside weather conditions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment may frequently be loud.

### **Disclaimer:**

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

**Bargaining Unit:** Van Drivers Non-Union Unit

Approved by Foley School Board on May 27, 2003, revised on May 5, 2006 and July 20, 2009, revision approved February 27, 2017

*Foley Independent School District is an Equal Opportunity/Affirmative Action Employer. The District does not discriminate based on gender, race, national origin, creed, age, marital status or disability and will provide reasonable accommodations to qualified individuals with disabilities.*