



VAN DRIVER

Job Code: VANDRV
Bargaining Unit: 64
Effective Date: 9/17/2008

Description of Work

General Statement of Duties

Performs skilled operation of a van or other Type III School Bus as defined under MS 169.01 subd.6(5) to transport students.

Supervision Received

Works under the general supervision of a unit supervisor.

Supervision Exercised

May exercise day-to-day technical supervision over a teaching assistant providing services to a special education student in relation to transportation issues.

Typical Duties Performed

The listed examples may not include all duties performed by all positions in this class.

Drives vans having a maximum manufacturer's rated seating capacity of ten or fewer people to transport students to and from school, (including beyond District boundaries), between schools, to other District programs, to the juvenile unit of the police department and/or on field and athletic trips.

Supervise the safe loading and unloading of the van.

Maintains a disciplined and safe environment on and around the van; reports all incidents of unacceptable student conduct as required by law and policy.

Transports students to home or school who may have been removed from contract school buses for unacceptable behavior or refusing to follow bus safety rules.

Performs detailed mechanical pre-trip and post-trip inspections of the van covering items required by state law and department policy; completes inspection reports; reports van defects to supervisor on the appropriate form.

Maintains the cleanliness of the interior and exterior of the van.

Performs preventative maintenance, including adding fluids, changing light bulbs, ensuring the proper inflation of tires and related maintenance activities.

Participates in in-service training for CPR, first aid, student behavior management, safe driving and other related areas as appropriate.

Works at the Transportation Department supplies and equipment storage area between driving assignments and as assigned fills safety and school patrol materials orders, assembles school patrol flags and delivers orders to schools as required.

VAN DRIVER

Knowledge, Skills and Abilities

Considerable knowledge of state laws, rules and regulations relating to the operation of a passenger van.

Considerable knowledge of student behavior management.

Working knowledge of the highways, streets and traffic patterns of the Minneapolis/Saint Paul metropolitan area and surrounding areas.

Working knowledge of the location of public, nonpublic and charter schools within Saint Paul.

Working knowledge of racial and sexual harassment.

Knowledge and certification in American Red Cross first aid and adult, child and infant CPR.

Skill in the operation of a passenger van.

Good oral and written communication skills.

Ability to interact effectively with students, some of whom may have special needs, including student with emotional or behavioral disorders, and with parents, district staff and on occasion the public.

Ability to maintain a disciplined and safe environment in and around the van.

Ability to intervene in confrontations between students and to exert control in a non-violent manner.

Ability to respond to medical emergencies in an appropriate manner.

Ability to perform work without direct, on-site, supervision.

Ability to prepare written reports relating to student discipline, van mechanical problems and other matters relating to the operation of the van.

Minimum Qualifications

High school diploma or G.E.D. and five years of documented driving experience with no chargeable or preventable accidents. Must possess and maintain a valid Minnesota Class D driver's license, or equivalent out-of-state driver's license with no convictions for driving under the influence, implied consent, reckless or careless driving and no more than two moving violations within a two year period. Please note that the driving records of applicants will be reviewed prior to an offer of employment with the District. Applicants for this position must also successfully pass a physical examination and are subject to testing for the presence of alcohol and controlled substances.