

**JOB DESCRIPTION**  
**Nebo School District**

**Van Driver**

**Purpose Statement**

The job of Van Driver is done for the purpose/s of providing support within the student transportation services area with specific responsibilities for transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle operation is in safe operating condition; and ensuring safety of students during transport, loading and unloading from vans.

This job reports to the Special Education Coordinator

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**Essential Functions**

- Advises students and other passengers of appropriate behavior for the purpose of reinforcing policies and maintaining passenger safety.
- Assesses incidents, complaints, accidents and/or potential emergency situations (e.g. road hazards, medical emergencies, accidents, etc.) for the purpose of resolving and/or recommending a resolution to the situation.
- Assists students and other passengers for the purpose of providing safe loading and unloading from van during normal transport and emergency situations.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans assigned vehicles, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Drives district van for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Follows all traffic rules and posted signs for the purpose of ensuring that students get to their destination safely.
- Fuels assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.
- Informs other school personnel and parents. of events, policies and/or practices (e.g. scheduled stops, established routes, route conditions, etc.) for the purpose of providing information and/or clarification of procedures.
- Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares reports (e.g. field trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.

- Responds to inquiries from students, parents, and/or staff for the purpose of providing the necessary information regarding transportation services.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating school buses; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; communicating with diverse groups; meeting deadlines and schedules; working with frequent interruptions; and ability to read, write and communicate clearly in English, Have the ability for regular and reliable attendance.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

CPR/First Aid Certificate

Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Random Drug and Alcohol Testing

This job is by assignment on a year to year basis

Clearances

Criminal Justice Fingerprint/Background  
Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

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