

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Car Driver Position Description

LOCATION: Transportation

JOB CATEGORY: Part - Time

PAY GRADE: Miscellaneous Scale

FSLA: Non - Exempt

IMMEDIATE SUPERVISOR: Director of Transportation

GENERAL DEFINITION AND CONDITIONS OF WORK

Transports school passengers between assigned stops and schools according to specified routes and time schedules. Maintains order during trip and adheres to safety rules when loading and unloading passengers.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Exercises greatest care at all times in transportation of school children;
- Takes all necessary and reasonable precautions to protect students, employees, equipment and property;
- Reports all student injuries, accidents, illnesses and discipline problems to the appropriate authority immediately or as soon as reasonably possible;
- Wears safety seat belt assembly while driving;
- Instructs pupils who ride in rider safety; insures passengers use appropriate restraints/seatbelts while riding;
- Prohibits use of posters, stickers, or advertising material of any kind in or on vehicle;
- Adheres to provision of Motor Vehicle Code, Pupil Transportation Regulations of Board of Education and terms of the School Bus Driver Handbook;
- Operates vehicle at a safe speed not to exceed posted speed limits;
- Keeps copy of route schedule in vehicle, including time vehicle starts in morning, time it leaves each point at which pupils are taken on, time of arrival at school, vehicle odometer reading at beginning of route where first pupil is picked up, where other stops are made, and reading upon arrival at school;

- Operates vehicle in accordance with route schedule and designated stops;
- Transports only students assigned to particular route, unless otherwise authorized by the building administrator(s) with consent of parents;
- Reports misconduct of pupils in vehicle or at waiting stations or stops on the way to or from school and shall be guided by building administrator's advice and direction, subject to the regulations of School Board and particular school;
- Performs daily pre-trip safety inspection of vehicle as per School Bus Driver Handbook, and reports damage or malfunction to Transportation Supervisor promptly, as it pertains to car;
- Performs daily post-trip of the entire interior and exterior of the vehicle;
- Installs chains as specified by Director of Transportation, or as weather and/or road conditions require;
- Fills fuel tank of vehicle;
- Checks level of oil daily, and adds necessary amount of oil;
- Cleans interior and exterior of vehicles regularly;
- Cleans windows, including windshield and rear window;
- Requires pupils to keep the vehicle clean;
- Reports on number of pupils transported and miles traveled to Director of Transportation;
- Reports on all accidents, delays, and driver absences to Director of Transportation Promptly;
- Contacts parents immediately, or as soon as reasonably possible, in the event of a student injury, serious illness, or other matter pertaining to the general welfare of the student;
- Suggests safe and efficient routes, stops, and schedules to Transportation Director;
- Attends in-service training to improve skills, attitudes, and knowledge of driving and pupil control;
- Attends in-service training to improve skills, attitudes, and knowledge of driving and pupil control;
- Observes established and accepted work practices and procedures in accordance with School Board pupil transportation policy, particular school policy, and supplemental administrative directives;
- Trains at least two qualified substitute drivers on the route;
- Completes reports related to time worked, daily schedule, route information, and all other reports as required by the Director of Transportation with accuracy and in a timely manner;
- Models non-discriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model in appearance, demeanor, dress and behavior for the students served;

- Performs related duties as assigned by the administration in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the county; skill in the safe operation of a vehicle; ability to detect malfunctioning equipment; ability to assist children using patience and understanding; ability to establish and maintain effective working relationships with school officials, parents, school personnel, and students. Must be able to follow oral and written directions and have the ability to get along well with others.

EDUCATION AND EXPERIENCE

Candidate must possess any combination of education and experience equivalent to completion of high school. Candidate must possess a valid Virginia Driver's License and have a good driving record, and be eligible for the WCPS approved driver list.

SPECIAL REQUIREMENTS

- Candidate must be at least 18 years of age;
- Candidate must possess a valid Virginia Driver's License;
- Candidate must satisfy an annual physical examination for employment as a driver by a physician licensed by the Commonwealth of Virginia;
- Candidate must satisfy all other requirements of the State Board of Education for persons employed to drive;
- Candidate must submit to random and post-accident drug testing;
- Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Work requires climbing, sitting, stooping, crouching, reaching, pushing, pulling, grasping, and repetitive motions. Frequent walking and lifting, up to approximately 30 pounds and occasional lifting of equipment up to 40 pounds. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to outside environmental conditions, noise, vibration, road hazards,

and atmospheric conditions. Attendance to training sessions and driver meetings beyond the normal assigned hours is necessary. Daily contact with students to provide an orderly and safe environment is required. Contact with parents and administrators is required. Occasional contact with medical professionals may be required.

EVALUATION

The Director of Transportation with collaboration from the assigned administrator, will evaluate performance on ability and effectiveness in carrying out the above responsibilities.