ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Van Driver

QUALIFICATIONS
1. High school diploma.
2. Valid driver’s license.
3. Ability to lift 50 lbs.

REPORTS TO Transportation Director

JOB GOAL To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES
1. Checks vehicle before each operation for mechanical defects.
2. Notifies the proper authority in case of mechanical failure or lateness.
3. Transports only authorized students.
4. Obey s all traffic laws.
5. Observes all mandatory safety regulations.
6. Maintains discipline when students in the vehicle.
7. Reports undisciplined students to the proper authority.
8. Enforces regulations against smoking and eating in the vehicle.
9. Keeps to assigned schedule.
10. Discharges students only at authorized stops.
11. Reports all accidents and completes required reports.
12. Completes all necessary paperwork.
13. Exercises responsible leadership when on out-of-district school trips.
15. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
16. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Education on January 12, 2015

Revised