

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

VAN DRIVER

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Must hold Maine Drivers License.
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Ability to interact well with students, staff, and community.

REPORTS TO: Facilities and Transportation Director

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

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for vehicles.
3. Maintains discipline when students are in van.
4. Reports all discipline issues to the Facilities and Transportation Director.
5. Keeps the assigned van clean.
6. Operates the assigned school van on the route(s) and schedule provided by the Transportation Department.
7. Checks van before each operation for mechanical defects.
8. Performs required pre-trip and post-trip inspections and maintains all trip documentation as required by the Transportation Department.
9. Notifies the Facilities and Transportation Director in case of mechanical failure or lateness.
10. Discharges students only at authorized stops.
11. Exercises responsible leadership at all times.
12. Transports only authorized students.
13. Reports all accidents and completes required reports.
14. Enforces all school policies pertaining to student transportation.
15. Performs such other duties and assumes such other responsibilities as the Facilities and Transportation Director may assign from time to time.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the District.

4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements, including entering and exiting the van in a timely manner.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
5. Ability to do basic writing.
6. Demonstrate the ability to communicate effectively.
7. Basic knowledge of a computer.

TERMS OF EMPLOYMENT: As specified by contract

EVALUATION: Performance of this job will be evaluated in accordance with this document and the Facilities and Transportation Director.

History:

Approved: December 20, 2023