

JOB DESCRIPTION

Title: Van Driver (Part-Time)

Position Summary:

To provide safe and efficient transportation service for students to and from residence to school or activity, and or other extracurricular programs. Must be willing to work with children and adults with multiple disabilities

Duties and Responsibilities:

- Under the Supervision of the Transportation Manager, receives assignments of route schedule, vehicle assignment
- Transport only authorized clients and students, follow safe and defensive transportation of students from residence to school and home, including extra-curricular activities
- Maintain confidentiality of information relating to all staff, students, Association
- Responsible for safe operation and clean operation of assigned school vehicle
- Complete pre-trip/post trip inspections, safety equipment check,
- Complete preventive maintenance and proper documentation of assigned vehicle
- Follow safe and defensive driving of transporting consumers, students, attendants and personnel
- Responsible for reporting all accident reports, incident reports, seizure reports, medication incidents reports, unusual events or happening while clients and/or adult members are onboard school vehicle(s)
- May be required to Deliver school documents for parental or guardian consent, may be required to interpret information.
- Must be able to discern the safety of the home environment, prior to letting clients off the vehicle
- May be required to deliver student medication on weekends to parents and or guardians, obtaining signature, documenting date, time, signature on authorized School form.
- May administer First aid/CPR
- PERFORMS OTHER DUTIES AS REQUIRED

QUALIFICATIONS

- High School Diploma or GED
- 1-year experience in operation of 15 passenger bus and or van with wheelchair lift
- Pass a physical exam
- Must have a valid driver's license.
- Fingerprint and background check clearance required.
- Must acquire a Food Handlers Card with 3 months of employment
- Must acquire First Aid/CPR training
- Must be able to lift 25 lbs. or more