



## JOB DESCRIPTION

# PT – Student Transport (Van Driver)

*Faith-centered special education support role with instructional, behavioral, and school-based clinical care responsibilities*

<b>Position Title</b>	Student Transport	<b>Pay Range</b>	\$18.00
<b>Department</b>	Special Education / Student Support	<b>Classification</b>	Hourly, Non-Exempt
<b>Location</b>	Academy of Exceptionalities	<b>Reports To</b>	School Administration
<b>Grade Span</b>	Kindergarten through 8th Grade	<b>Schedule</b>	Part Time: 6:30am – 8:30am   3:30p – 5:30pm :: 4 – 4.5hrs Daily

### Company Profile

Academy of Exceptionalities is a Christian private school and religious organization in Golden Valley serving students in kindergarten through eighth grade. Founded by a family deeply rooted in Christian values, the academy blends academic excellence with spiritual growth and maintains a low student-to-teacher ratio—typically around 4:1—to provide personalized attention, individualized support, and meaningful care for each student.

## POSITION SUMMARY

The Part-Time Student Transport (Van Driver) provides safe, timely, and compassionate transportation for students to and from school and approved activities. This split-shift role supports daily arrival and dismissal routines, helps students transition safely between home, vehicle, and campus, and contributes to a calm, organized, Christ-centered experience for families and students. The position may require independently supervising small groups of students during loading, unloading, arrival, dismissal, or brief transition periods, and may include supporting transportation-related student care or clinical support needs as trained and assigned.

## ESSENTIAL RESPONSIBILITIES

### SAFE TRANSPORTATION AND VEHICLE READINESS

- Safely transport students to and from school and other approved locations using school vans in accordance with route schedules, traffic laws, and school policies.
- Conduct pre-trip and post-trip inspections and promptly report maintenance, safety, cleanliness, or equipment concerns.
- Maintain accurate route logs, attendance, mileage, and incident documentation as required by the school.
- Ensure safe student seating, seat belt or harness use, and a clean, orderly, welcoming vehicle environment.

### COMMUNICATION, RELIABILITY, AND FAITH COMMUNITY EXPECTATIONS

- Communicate professionally with parents or guardians, school staff, and administrators regarding routes, delays, attendance, incidents, and student needs.
- Demonstrate punctuality, dependability, sound judgment, and flexibility for morning and afternoon split-shift assignments.
- Participate in required training, meetings, prayer, devotions, and school-wide faith-centered activities as assigned.
- Model Christian character, compassion, patience, and respect in all interactions with students, families, colleagues, and community members.



## QUALIFICATIONS

### REQUIRED QUALIFICATIONS

- High school diploma or equivalent required.
- Valid driver's license and acceptable driving record required, with the ability to meet school, insurance, and applicable legal requirements for student transport.
- Experience working with children required; experience supporting or transporting students with disabilities, sensory needs, mobility needs, or behavioral needs strongly preferred.
- Ability to remain calm, attentive, safety-focused, and professional in dynamic situations and emergencies.
- Strong interpersonal, communication, documentation, and confidentiality skills.
- Ability and willingness to support transportation-related student care or clinical care needs after appropriate training.
- Alignment with the Christian mission of Academy of Exceptionalities, willingness to participate respectfully in prayer and faith-based school life, and ability to complete required background screening and training.

### PREFERRED QUALIFICATIONS

- CPR and First Aid certification, or willingness to obtain based on school requirements.
- Prior van, shuttle, school, childcare, healthcare, ministry, or human services transportation experience and familiarity with adaptive or supportive equipment or incident reporting.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

This role includes frequent entering and exiting a vehicle, prolonged sitting, walking, bending, reaching, securing seat belts or adaptive equipment, and assisting students during transitions. The employee must be able to lift, guide, or assist students and materials up to 50 pounds, with or without reasonable accommodation or with appropriate team assistance. Work takes place in vehicles, parking areas, curbside pickup zones, and school environments that may include noise, traffic, weather exposure, and occasional student dysregulation. Close attention to safety, responsiveness, and professionalism is essential.

## DISCLAIMER

This job description is intended to describe the general nature and level of work performed in this role. Duties may vary based on enrollment, classroom assignment, student learning plans, clinical support needs, and school operations. As a Christian religious organization, Academy of Exceptionalities seeks team members who can actively support its faith-centered mission, educational philosophy, and community standards.