

# Springfield Public Schools

## Type-10 Van Driver - Part-Time (0.5 FTE) - Transportation Department (17/18 - 262)

### JOB POSTING

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#### Job Details

<i>Title</i>	<b>Type-10 Van Driver - Part-Time (0.5 FTE) - Transportation Department</b>
<i>Posting ID</i>	<b>17/18 - 262</b>
<i>Description</i>	Springfield Public Schools seeks outstanding candidates for the position of Type-10 Van Driver - Part-Time (0.5 FTE) in the District's Transportation Department.

#### **JOB SUMMARY**

Drives district Type 10 vehicles to safely transport individual or small groups of students between homes and schools or as assigned.

Distinguished from a school bus driver by the requirement to drive Type 10 vehicles instead of school busses and therefore by all the differences in training, license requirements, operational skills and pupil management skills.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Drive Type 10 vehicles as needed to transport individual or small groups of students whose schedule or destination needs are not compatible with routes or special time limitations makes it is more efficient for district to transport in small numbers. This transportation would occur on a predetermined time schedule and would include taxi like services and routing exceptions.
2. Control aggressive student activity and encourage calm and orderly conduct by implementing behavior management programs and working with the transportation staff and the classroom teacher and/or other appropriate staff.
3. Demonstrate regular and acceptable attendance and punctuality, as set forth in Board policy.
4. Be familiar with and adhere to all relevant District Board policies, administrative regulations, and building rules.
5. Interacts thoughtfully and courteously with students, staff, parents, and community members and resolves conflict in a professional manner.
6. Work independently and cooperatively in teams with other staff members and students.
7. Attends staff meetings.
8. Attends in-service and workshop trainings; applying training to instructional responsibilities.
9. Maintains appropriate certifications and training hours, as required.
10. Completes appropriate logs, forms and paperwork, as required.
11. Reports safety, sanitary and fire hazards immediately to supervisor.
12. Reports issues to authorities as necessary, animal control, suspicious activity etc.
13. Maintains a thorough working knowledge of all laws, procedures and regulations governing school Type 10 vehicle drivers and student transportation.
14. Obeys all traffic laws.
15. Performs evacuation drills, as required.
16. Performs pre-trip inspections on Type 10 vehicle prior to driving in accordance with District procedures.
17. Adheres to assigned daily schedule.
18. Replenishes fuel and oil and ensures Type 10 vehicle is in good repair and proper working order.
19. Performs general cleaning of assigned Type 10 vehicle including washing windows, sweeping/ mopping, picking up garbage and sanitizing seats.
20. Drives District vehicles safely while transporting students to and from all locations

21. Transports students and adult chaperones on school activities during and outside of school hours.
22. Monitors and maintains discipline and control of all passengers in Type 10 vehicle and issues citations as consistent with District policy.
23. Reports student disruptions to school office.
24. Assists students loading onto Type 10 vehicle, conducts required passenger instruction and administers first aid to passengers, as required.
25. Reports accidents, road and other hazards, as necessary.
26. Substitutes for other Type 10 vehicle drivers, as needed.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Thorough knowledge of the operation and capabilities of district Type 10 vehicle and safety equipment.
2. Ability to drive safely under pressure of time constraints, student misbehavior, hazardous road conditions, and traffic demands. Punctuality and ability to pace activity to meet prescribed schedules.
3. Knowledge of behavioral management techniques applicable to special education students who may have severe animosity or physical disability and who require individual attention.
4. Ability to represent the District's objectives of courtesy and responsibility to the public.
5. Some availability for evening training classes or meetings.

#### **SUPERVISORY RESPONSIBILITIES**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) or equivalent combination of education and experience. Previous experience working in transportation or bus driving position preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to remain calm and professional in an environment with frequent interruptions.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to perform these operations using units of American money and weight measurement and distance.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use e-mail.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to prioritize work tasks and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including the ability to obtain a valid Oregon Driver's License and Type 10 Vehicle Certification and a valid First Aid/CPR card.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is regularly required to stoop, kneel, crouch or crawl and climb stairs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Specifically, the employee must have the ability to:

1. Climb and descend steps with a maximum step height of 10 inches.
2. Have a reaction time of three-fourths of a second or less from the throttle to the brake control.

Visual acuity of at least 20/40 in each eye, with or without corrective lenses; binocular acuity of at least 20/40 in both eyes, with or without corrective lenses; from field of vision of at least 140 degrees; the ability to distinguish the colors red, green, and yellow.

Hearing of at least 7/15 in at least one ear. No mental, nervous, organic or functional disease or disability likely to interfere with safe driving or other responsibilities of a school bus driver.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an office environment.
- Travel to remote sites and the district repair center is required.
- The work environment is a Type 10 certified vehicle, which could be a car or multiple passenger van. The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activities. While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, moving mechanical parts, fumes and airborne particles, vibration, and heavy traffic patterns. The employee may be exposed to bodily fluids and blood borne pathogens.

### OTHER

**Note:** This is not necessarily an exhaustive or all inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

*Shift Type*

**Part Time**

*Salary Range*

**Range 7 / Hourly**

*Location*

**TRANSPORTATION**

### Applications Accepted

*Start Date*

**11/17/2017**

*End Date*

**06/14/2018**