

Transportation: Van Driver for Pre-K (Sandhills Children's Center)

<u>Reports to:</u>	Transportation Specialist
<u>Supervises:</u>	N/A
<u>Term of Employment:</u>	10 months
<u>Salary:</u>	Pay Grade 51
<u>FLSA Exempt/Non-Exempt:</u>	Non-Exempt

- Qualifications:**
- **High school diploma or equivalent**
 - **Must be at least eighteen (18) years old with six (6) months of driving experience**
 - **Must never have been convicted of a DWI Offense**

Essential Job Functions:

- Maintains proficiency in driving skills
- Is responsible for completing all reports relating to transportation
- Ensures safety and care of students boarding, riding, and departing van
- Maintains a high standard of student conduct at all times
- Discharges students only at the authorized school stop location
- Transports only authorized students
- Reports infractions of transportation safety rules to the principal or designee
- Obeys all traffic laws and regulations while operating the van
- Performs daily pre-trip and post-trip inspections; complies with standards of vehicle cleanliness
- Operates the van on the assigned route(s) and schedule as provided by the Transportation Office
- Attends safety meetings
- Informs Transportation Specialist or TIMS Manager of any students added or deleted from route which may necessitate a change in route or stop
- Accepts responsibility for reporting observable mechanical defects or failures on the assigned vehicle
- Maintains acceptable relations with parents/guardians of students transported and with school personnel
- Performs other duties and responsibilities as assigned by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **medium physical work** requiring the exertion of 50 pounds of force occasionally and up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, balance, climb, kneel, and crouch
- work in various inside and outside environments being subjected to weather changes, noise, vibrations, job hazards and atmospheric conditions
- use visual acuity required for depth perception and color perception
- visually inspect small defects and/or small parts
- use a variety of measuring devices
- operate motor vehicles
- operate job specific equipment per instructions
- observe general surroundings and activities
- hear sufficiently to accurately perceive information at normally spoken word levels
- use communication by means of spoken word to express or exchange ideas
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment
- understand and follow oral and written instructions