

SOUTH SIOUX CITY COMMUNITY SCHOOLS

PUPIL TRANSPORTATION DRIVER (Small Vehicle)

Reports to:	Director of Facilities and Business Operations
Classification:	Classified
FLSA Status:	Non Exempt
Terms of Employment:	Days according to school calendar as approved by board policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY

The job of Pupil Transportation Driver was established for the purpose of transporting students over scheduled routes and/or to/from special excursions in a school vehicle; ensuring vehicle is in a safe operating condition, ensuring safety of students during transport, loading and unloading; and assisting with routine District wide deliveries.

EMPLOYEE CHARACTERISTICS

- Cooperation—Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Attention to Detail—Job requires being careful about detail and thorough in completing work tasks.
- Dependability—Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Integrity—Job requires being honest and ethical.
- Concern for Others—Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Self Control—Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Stress Tolerance—Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Adaptability/Flexibility—Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Independence—Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Initiative—Job requires a willingness to take on responsibilities and challenges.

MINIMUM REQUIREMENTS

- Must be at least 18 years of age
- Must be of good moral character
- A valid, Class "O" Nebraska driver's license, or Class "C" Iowa driver's license or South Dakota Operator's License
- Satisfactory driving record, verified through the Nebraska Department of Motor Vehicles
- Ability to read and comprehend driving regulations and written test questions
- Satisfactory criminal history check and Nebraska Adult and Child Abuse Registry check
- Successful completion of a medical exam conducted according to the Department of Transportation Federal Motor Carriers Safety Regulation Section 391.43 (49 CFR 391.41)
- First Aid/CPR certification (provided by District)
- Successful completion of bloodborne pathogens training, provided by District
- Successful completion of Behind the Wheel Training and Pre-Service Evaluation (provided by District)
- Successful completion of Level I Instruction (3-hour) Course (provided by District)
- Excellent communication and interpersonal skills.

CONTINUING EDUCATION AND REQUIREMENTS

- Satisfactory driving record, verified through the Nebraska Department of Motor Vehicles, annually
- Satisfactory criminal history check and Nebraska Adult and Child Abuse Registry check, every five (5) years (minimum, more frequent checks may be required)
- Successful completion of a medical examination, every two years (minimum, more frequent exams may be required)
- Satisfactory driving record, verified through the Department of Motor Vehicles
- Two-hour inservice, annually (provided by District)
- Successfully complete Level II Instructional Course, every five (5) years (provided by District)

PERFORMANCE RESPONSIBILITIES

- Drive school vehicles, in all types of weather conditions, for the purpose of transporting regular education and/or special education students over scheduled routes and to/from school and/or field trips in a safe and timely manner.
- Assist students and other passengers (e.g. seating, restraints, special equipment, etc.) for the purpose of providing safe loading and unloading from vehicles including both emergency situations and normal transport.
- Assist students in crossing roadways for the purpose of ensuring the safety and welfare of students.
- Fuel vehicles.
- Maintain vehicles, both interior and exterior (e.g. cleaning floors, windows, seats, etc.) for the purpose of ensuring safety, appearance and sanitation of vehicles.
- Monitor passengers during transit for the purpose of maintaining order and ensuring the safety of passengers.
- Determine appropriate action in potential or real medical emergency situations and perform first aid and/or CPR as necessary for the purpose of meeting the immediate health care needs of passengers.
- Perform pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and meeting state requirements.
- Prepare documentation (e.g. daily mileage and condition reports, incident/accident reports, inspections, disciplinary and positive behavior reports, mileage, etc.) for the purpose of providing written support or conveying information.
- Read and interpret maps.
- Recommend routes for the purposes of coordinating routes and maximizing transportation services.
- Conduct routine emergency evacuation drills as assigned.
- Attend meetings, trainings, etc, for the purpose of maintaining skills and meeting Federal, State and District requirements.
- Adhere to all rules and regulations contained within Nebraska Department of Education, Title 92, Chapter 91: Driver Qualifications and Operational Procedures and within Nebraska Department of Education, Title 92, Chapter 92: Minimum Equipment Standards and Safety Inspection Criteria for Pupil Transportation Vehicles.
- Adhere to all rules and regulations contained within the District Safe Pupil Transportation Plan.
- Enforce administration policies and rules governing students.
- Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
- Adhere to the code of ethics of the District for non-certificated staff. The Pupil Transportation Driver must serve as a positive role model for staff and students.
- Perform other tasks or duties as assigned.

WORKING CONDITIONS

The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

EDUCATION AND/OR EXPERIENCE

- High School Diploma.
- Job-related experience is desired.
- Bi-lingual skills preferred.

REQUIRED KNOWLEDGE AND SKILLS

Regular, dependable attendance on the job, the ability to perform identified tasks, and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and the ability to perform the following identified physical requirements:

Physical Requirements Pupil Transportation Driver		Item is not a requirement of the job NE	Occasional -- up to 33% of time NE	Occasional/Essential -- up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
E = Essential						
NE = Non-Essential						
Stamina						
1.	Sitting				X	
2.	Walking				X	
3.	Standing		X			
4.	Sprinting/Running	X				
Flexibility						
5.	Bending or twisting at the neck more than the average person		X			
6.	Bending or twisting at the trunk more than the average person		X			
7.	Squatting/Stooping/Kneeling		X			
8.	Reaching above the head		X			
9.	Reaching forward		X			
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)				X	
Activities						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)	X				
12.	Hand/grip strength	X				
13.	Driving on the job					X
14.	Typing non-stop		X			
Use of Arms and Hands						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16.	Finger dexterity (typing or putting a nut on a bolt)		X			
Lifting Requirements						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead		X			
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead		X			
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead		X			
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead		X			
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?		X			
Pushing/Pulling						
23.	25 to 50 pounds		X			
24.	51 to 75 pounds		X			

25.	76 to 90 pounds		X				
Carrying							
26.	10 to 25 pounds		X				
27.	26 to 50 pounds		X				
28.	51 to 75 pounds		X				