

East Valley School District #361

Classified Job Description #602



Job Title: Van Driver (Non-CDL)

Department: Transportation

Reports To: Building/Department Administrator

Unit Classification: Public School Employees of Washington (PSE)

Position Summary:

Under the direction and supervision of the director of transportation or designee, this position will operate district vehicles (including but not limited to cars, SUVs, and passenger vans) in transporting students to and from public schools and/or related activities. The van driver will follow a preplanned route according to a definite time schedule, regulate heating and ventilation inside the vehicle, and drive carefully in compliance with traffic regulations. The top priority of the van driver is to ensure the safety and wellbeing of the students while loading, unloading, and transporting them to and from school.

Essential Functions, Duties and Responsibilities:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Ensure the safety and well-being of the students while loading, unloading, and transporting them to and from school.
- Successfully complete state and district required training.
- Drive district vehicles on scheduled routes and/or on district approved trips following state laws and district policies.
- Read maps and follow routing software.
- Comply with all federal and state regulations regarding pupil transportation.
- Perform operational and safety inspections of vehicles and related equipment as required by state and school district policies. Examples include washing and sweeping vehicles, checking and adding fuel levels, inspecting vehicles for safety, etc.
- Maintain control of student passengers as related to safety. Report unsafe acts, student behavior concerns, delays, incidents, and accidents promptly.
- Operate and service vehicle equipment and accessories including but not limited to fire extinguishers, highway warning kits, snow chains, sanders, first aid kits, body fluid kits, etc.
- Complete necessary forms, records, and reports as necessary.
- Uphold school district policies, rules, regulations, as well as federal and state laws.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Use multiple communication systems (email, computers, radios, etc.).
- Inspect facilities for safety and maintenance, reporting concerns as needed.
- Maintain regular attendance and work hours.
- Professionally interact with colleagues, members of the public, and students.
- Be neat, clean, and dress appropriately.
- Perform special assignments and other duties as assigned or required.

Working Conditions:

Physical Demands: This list of essential physical demands is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following demands:

- Possess excellent visual acuity.
- Sufficient strength and agility to assist ill or physically impaired students to enter or exit vehicles through the passenger doors in the event of an emergency.
- Be in good physical health, working at various heights, and perform various types of physical labor in the performance of maintaining a vehicle, putting on and taking of chains in inclement weather, and assisting students.

- Maintain the ability to stand, reach, lift, bend, kneel, stoop, climb, push, pull, and lift.
- Required to stand and walk, use hands and fingers to handle or feel objects, and be able to hear or talk to others.
- Work in adverse weather conditions.
- Work quickly and accurately in a fast-paced environment.
- Be able to lift 50lbs or 30% of body weight unassisted (whichever is less).

Work Environment: The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by students, student bodily fluids, and aggressive behavior. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Preferred Knowledge, Skills, and Abilities:

- Passenger vehicle driving skills are strongly preferred.
- Knowledge of vehicle maintenance and operation.
- Ability to communicate effectively with others.
- Knowledge of federal, state, and local laws; district and departmental policies and procedures; safe work practices; methods and use of materials; tools and equipment used in related trades.
- Knowledge of district-adopted software, including email communication.
- Ability to establish and support an environment that promotes cultural competence and equitable treatment of all staff, students, and community members.

Minimum Requirements:

- Must pass random drug testing as required by law and must undergo a medical examination prior to training.
- Must successfully pass the Department of Transportation physical capabilities test.
- Minimum age of 21 years old.
- Valid First Aid and CPR card (or ability to obtain upon hire).
- Successful WSP and FBI Fingerprint Clearance (fingerprints taken after hire and during initial onboarding).
- Valid Washington State Driver's License with proper endorsements.
- Not have any of the disqualifying factors listed in WAC 392-144-103.
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act.
- Completion of online workplace training within thirty (30) calendar days of hire.

Continuing Education and Training (to be maintained after hire through continued employment):

- Attend an annual in-service meeting.
- Annually submit a full Driving abstract from the Department of Licensing for the prior 5 years.
- Valid First Aid and CPR card (paid training provided by district).
- Additional training as required/directed.

Evaluation:

This position shall be evaluated periodically by the building/department administrator or designee pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions, essential physical demands, skills, knowledge, and abilities.

East Valley School District does not discriminate in any programs or activities based on sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination; Title IX Compliance Coordinator: Jane Stencel, Phone: (509) 924-1830, stencelj@evsd.org; ADA/Civil Rights Compliance Coordinator: Jane Stencel, Phone: (509) 924-1830, stencelj@evsd.org; Section 504 Coordinator: Heather Prosser, Phone: (509) 924-1830, prosserh@evsd.org; Gender-Inclusive Schools Coordinator: Mandi Rehn, Phone: (509) 924-1830, rehnm@evsd.org, 3830 N. Sullivan Rd, Bldg. 1, Spokane Valley, WA 99216.

Description History:

Job description developed: June 2015 lds

Job description revised: February 2025 lme