

# PLEASE POST

## RIVER VALLEY SCHOOL DISTRICT INTERNAL/EXTERNAL POSTING

**Position:** **Special Needs Van Driver**  
Approximately 4 Hours Per Day – while school is in session

### Qualifications

#### Required

- ✓ Has a high school diploma or its equivalency
- ✓ Has a “service-oriented” philosophy and has the ability to work independently and with others in a team
- ✓ Is able to comprehend and follow written and oral instructions, including following a bus route with stops
- ✓ Is professional, exercises tact, and responds under pressure
- ✓ Has excellent interpersonal skills and maintains a positive and cooperative attitude
- ✓ Demonstrates a good work ethic and has high standards for work performance
- ✓ Can demonstrate safe driving practices
- ✓ Can maintain simple records and files
- ✓ Has knowledge of laws, rules and regulations pertaining to the safe operation of a motor vehicle
- ✓ Is capable of driving, backing and turning around
- ✓ Has experience working with school-age children
- ✓ Can demonstrate ability to problem solve, make decisions, and take responsibility for own decisions
- ✓ Can demonstrate ability to multi-task, including driving and monitoring students

#### Preferred

- ✓ Posses or able to obtain a chauffeur license
- ✓ Has knowledge of child development and can effectively develop a behavior management plan for the appropriate age and developmental stage of students assigned
- ✓ Is willing to work flexible hours in order to complete assigned tasks and responsibilities
- ✓ Has updated CPR and First Aid certification

### Responsibilities

- ✓ Maintains a safe and orderly environment on the pupil transportation vehicle
- ✓ Performs a complete pre-trip inspection, prior to each operation of a vehicle, and reports any and all defects immediately on the designated form as directed
- ✓ Performs a complete post-trip inspection after each operation of a vehicle
- ✓ Complies with designated pick-up and drop-off locations and times
- ✓ Continually updates route file and records for accuracy
- ✓ Reports all accidents and emergencies immediately to the supervisor and prepares proper forms as directed
- ✓ Demonstrates a working knowledge of MVC, PA 187 and all pupil transportation laws set forth by government agencies
- ✓ Complies with district policies and procedures
- ✓ Complies with all directives, both oral and written, from the supervisor, or his/her designee
- ✓ Maintains the interior and exterior cleanliness of assigned vehicle(s)
- ✓ Participates in meetings and in-service training sessions as required
- ✓ Observes all FCC regulations for the use of two-way radios
- ✓ Supervises the loading and unloading of students
- ✓ Maintains at least one half tank of fuel in assigned pupil transportation vehicles
- ✓ Completes all required paperwork on the proper forms and submits them to the transportation supervisor, or his/her designee, in a timely manner
- ✓ Performs temporary and regular duties as assigned by supervisor or his/her designee

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Internal Candidates                      Send a letter of application outlining your qualifications for the position to the Office of the Superintendent.

External Candidates                      **MAIL** a letter of application, resume, credentials; complete a district application, AND include three (3) names of professional references with telephone numbers to:

Human Resources  
River Valley School District  
15480 Three Oaks Road  
Three Oaks, MI 49128

For additional info, contact – Jennifer Templeton, Transportation Supervisor at (269) 756-7899

**Date of Posting:** February 2, 2018

**Deadline Date:** February 23, 2018

The River Valley School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, “Protected Classes”), in its programs and activities, including employment opportunities. Any person who believes that he or she has been discriminated against or denied equal opportunity or access to the District’s programs, activities, or services may contact the District’s “Compliance Officers”: Mrs. Heidi Clark, Elementary Principal (extension 1601) or Mr. Patrick Breen, Middle/High School Principal (extension 1032), 15480 Three Oaks Road, Three Oaks, MI 49128, 269-756-9541.

[www.rivervalleyschools.org](http://www.rivervalleyschools.org)

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