

PLEASE POST

RIVER VALLEY SCHOOL DISTRICT INTERNAL/EXTERNAL POSTING

Position: **Special Needs Van Driver**
Approximately 5 ½ Hours Per Day – while school is in session

Qualifications

Required

- ✓ Has a high school diploma or its equivalency
- ✓ Has a Chauffeur License
- ✓ 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

- ✓ 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

ALL INTERESTED APPLICANTS must apply through the Hire Enterprise Online Application System:

https://ats4.searchsoft.net/ats/app_login?COMPANY_ID=JA000561

Please upload your letter of interest, resume, reference letters, transcripts, and other pertinent information directly to your application.

Questions may be directed to Angela Portt, Transportation Supervisor at (269) 756-7899 or email her at aportt@rivervalley.schools.org

Date of Posting: June 29, 2021

Deadline Date: until filled

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Internal, RVEA, Web, Hire Enterprise, Newspapers

www.rivervalleyschools.org