

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

VAN DRIVER

Minimum Qualifications:

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and Board policies.
- Meets qualifications defined in the current Ohio Revised Code, Ohio Pupil Transportation Operation & Safety Rules, and school board policy.
- Valid driver's license and successful completion of van driver training within a timeline specified by the service center. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.
- Satisfactory pre-employment and ongoing random drug tests results.
- Ability to cope with stressful traffic, weather conditions, and passenger distractions.

FLSA Classification: Non-Exempt

Reports To: Communications & Policy Coordinator

Job Objectives: To provide for the efficient delivery of media materials

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Operates the assigned vehicle according to all motor vehicle laws. Keeps the assigned supervisor informed about emerging issues.
- Upholds board policies and follows administrative guidelines and procedures.
- Promotes a favorable image of the service center. Supports community/school partnerships that enhance the service center's operational effectiveness.
- Practices defensive driving techniques. Maintains established routes and time schedules. Note: Safety is the top priority even if delays disrupt the routine schedule.
- Performs visual vehicle safety inspections. Immediately reports unsafe conditions and/or defective equipment.
- Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.

- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for behavior that may indicate a problem.
- Reports evidence of suspected child abuse and neglect as required by law.
- Assumes responsibility for the interior/exterior cleanliness of the vehicle.
- Attempts to identify and report vehicles that fail to comply with traffic regulations.
- Uses proper protocol when operating communication equipment.
- Immediately reports all traffic citations and accidents. Promptly documents all injuries that require medical attention.
- Reports road hazards to the supervisor.
- Participates in safety training programs as directed.
- Fuels the vehicle and maintains fluid levels (e.g., oil, windshield washer, brake, transmission, etc.). Documents fuel consumption and mileage as directed.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed by Superintendent or his/her designee.

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

January 2020