

**Job Title:** Van Driver

**Qualifications:**

- a. High School Diploma or equivalent
- b. Criminal History Record Check (CHRC)
- c. Valid Maine driver's license with excellent driving record
- d. Pass annual physical
- e. Comply with RSU 40's drug testing policies
- f. Demonstrated aptitude or competence for assigned responsibilities
- g. Ability to interact well with students, staff and community

**Reports to:** Transportation Director

**Job Goal:** To provide safe, clean and efficient transportation of students

**Essential Functions:**

- a. Follow verbal, written or demonstrated instructions, and communicate verbally and in writing as necessary
- b. Obey all traffic laws
- c. Follow all mandatory safety regulations
- d. Supervise and maintain discipline of students in the vehicle to ensure safety and report all discipline issues to the building administrator
- e. Keep assigned vehicle clean
- f. Interpret directions and understand assigned route in order to maintain schedule effectively and efficiently
- g. Complete thorough pre-trip and post-trip inspections of assigned vehicle, and report defects on appropriate form and transportation director notified
- h. Notify the transportation director in case of mechanical failure or lateness
- i. Discharge students only at authorized stops
- j. Exercise responsible leadership at all times
- k. Transport only authorized students, staff and chaperones
- l. Report all accidents and complete required reports
- m. Follow all district policies
- n. Participate in professional growth activities in order to have the knowledge required to perform the job successfully
- o. Maintain student and staff confidentiality
- p. Demonstrate a respect for the legal and human rights of students and staff
- q. Follow health and safety procedures established by the district
- r. Arrive and depart punctually, notifying appropriate personnel about absences and coverage
- s. Demonstrate dependability, integrity, and loyalty when representing RSU 40
- t. Perform other duties and responsibilities as assigned

**Evaluation:** Performance of this job will be evaluated annually by the Transportation Director in accordance with policy.

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To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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