

Job Title: Van Driver

Qualifications: Hold and maintain a valid driver's license. Be a reliable person of good character who shall possess the qualification and communications skills necessary to perform the duties of the position and comply with the laws of the State of New Hampshire. Have a minimum of three years previous safe driving experience.

Reports to: Principal/ Assistant Principal

Job Goal: Transports students in a safe and efficient manner and performs all activities related to the safe operation of the van

Responsibilities:

- Drive school van and transports students between pick up points and school or to various events, activities and destinations
- Be in full charge of the van at all times and report unmanageable students to the Principal or designee
- Check, clean, and perform minor servicing of van
- Check gas, battery, oil and water before departure
- Check vehicle for operating safety
- Complete all provided checklists
- Assists disabled children and others out of and into vehicles if appropriate
- Adhere to safety rules when loading and unloading of pupils
- Adhere to established routes, designated stops and keep to assigned time schedule
- Transport only authorized students
- Obey all traffic laws and observe mandatory safety regulations
- Protect confidentiality of records and information concerning students and staff
- Attend mandatory safety/training programs and meetings
- Performs other specific job-related duties as assigned

EVALUATION: Performance of this job will be evaluated on a yearly basis by Principal or designee

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS CONSIDERATIONS

Lift up to 10 lbs: Frequently required
Lift up to 25 lbs: Occasionally required
Lift 26 to 50 lbs: Occasionally
Lift over 50 lbs: Occasionally

CARRY up to 10 lbs: Frequently required
CARRY 11 to 25 lbs: Occasionally
CARRY 26 to 50 lbs: Occasionally
CARRY over 50 lbs: Rarely

REACH above shoulder height: Occasionally
REACH at shoulder height: Frequently required
REACH below shoulder height: Frequently required
PUSH/PULL: Occasionally

HAND MANIPULATION DURING A TYPICAL DAY EMPLOYEE IS REQUIRED TO:

| Consecutive hours | Total Hours |
|-------------------|-------------|
| Sit: 2 | 5 |
| Stand: 1 | 2 |

OTHER PHYSICAL

Twisting: Occasionally
Bending: Occasionally
Crawling: Occasionally
Squatting: Occasionally
Kneeling: Occasionally
Crouching: Rarely
Climbing: Rarely
Balancing: Rarely

WORK SURFACES: (describe)

Composite Desk
carpet/tile floor
Computer keyboard/screen

HAND MANIPULATION

Grasping: Occasionally
Handing: Frequently required
Torqueing: Occasionally

Walk: 1

1

Fingering: Frequently required

Environment: Inside: 98%

Outside: 2 %

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

| | |
|---------------------|---|
| Talking: | Necessary for communicating with others. |
| Hearing: | Necessary for receiving information and instructions. |
| Sight: | Necessary to do job effectively and correctly. |
| Tasting & Smelling: | Smelling required to detect noxious fumes and odors. |

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bacterial and viral infections carried by children
Cleaning products, field marking and field-care product

I have reviewed this job description and am in acceptance of its parameters.

Employee

Date _____

Superintendent

Date _____