

DATE:

8/29/23

AGENDA ITEM (ACTION ITEM):

Consider/Approve the creation of the job description for "Van Driver".

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board

HISTORY/BACKGROUND:

Responsibilities and requirements in driving a district van are considerably different than that of a driver of a school bus. For that reason, specific responsibilities, demands, and terms of employment of a van driver are outlined in the proposed job description, which includes but is not limited to no CDL licensing requirements. This job description will allow the flexibility of allowing a non-CDL licensed driver to transport students, and thus freeing CDL licensed drivers to fill open school bus routes.

FISCAL/BUDGETARY IMPACT:

\$0 net overall impact.

RECOMMENDATION:

Approval to add the job description of "Van Driver."

CONTACT PERSON:

Malina Owens

Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County School District
Job Description: Van Driver
Job Class Number:

TITLE: Van Driver

QUALIFICATIONS:

1. Valid operator's license
2. Must be 21 years of age or older
3. Meets required physical examination
4. Positive character references
5. High School Diploma or G.E.D. Certification or demonstrated progress towards obtaining as required by Kentucky law

REPORTS TO: Assistant Superintendent, Executive Director, or designee Director of Transportation

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws
2. Observes all mandatory safety regulations for vehicle safety and student transportation
3. Attend training sessions as directed by the Transportation Director or designee
4. Supervise the students, and make sure that all passengers are properly seated and wearing appropriate seat restraints
5. Maintains discipline when students are in the vehicle
6. Reports undisciplined students to the proper authority
7. Keeps assigned vehicle clean
8. Keeps to assigned schedule
9. Checks vehicle before each operation for mechanical defects
10. Fuels vehicle
11. Notifies the proper authority in case of mechanical failure or lateness
12. Discharges students only at authorized stops
13. Exercises responsible leadership when out-of-district school trips
14. Transports only authorized students
15. Reports all accidents and completes required reports
16. Enforces regulations as approved by the Board of Education
17. Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 30 pounds/lift overhead up to 30 pounds
- Carry up to 30 pounds
- Climb up to 50 steps up/down
- Push/Pull up to 50 pounds
- Must be able to assist passengers when needed

TERMS OF EMPLOYMENT:

- Days per fiscal year: 181 Days
- Salary Schedule: G3 on Classified Position Index
- FLSA Status: Non-Exempt

Kenton County School District

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EVALUATION:

Performance of the position will be evaluated annually by an Assistant Superintendent, Executive Director, or designee

APPROVED: