JOB DESCRIPTION

JOB TITLE: Van Driver- Non-CDL

REPORTS TO: Director of Transportation

PRIMARY PURPOSE:

The Non-CDL Fleet Driver is responsible for safely transporting students and other authorized passengers to and from schools. This position requires strict adherence to traffic laws, district policies, and safety procedures, as well as maintaining control of passengers to ensure a safe, respectful environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operate a district vehicle on scheduled routes, both within and outside district boundaries.
- Safely transport students, including those with special needs, using lifts, tie-downs, or other adaptive equipment as required.
- Inspect, service, clean, and fuel vehicles in accordance with state and district policies.
- Report accidents, unsafe acts, or hazardous conditions to appropriate personnel.
- Accurately complete required forms, records, and reports (e.g., mileage logs, incident reports, pre-trip/post-trip inspections).
- Operate vehicles in compliance with Washington State laws and regulations, as well as district and OSPI policies.
- Participate in ongoing driver training, safety meetings, and performance reviews.
- Perform other related duties as assigned.

QUALIFICATIONS

- High School Diploma or equivalent.
- At least five (5) years of licensed driving experience operating a passenger vehicle.
- Valid Washington State Driver's License with an excellent driving record (free of accidents/infractions for the past 3 years).
- Valid First Aid/CPR certification (or ability to obtain before employment).
- Ability to pass pre-employment drug/alcohol screening, background check (fingerprint clearance), and ongoing random testing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of vehicle operation, basic maintenance, and Washington State traffic laws.
- Skill in operating a district fleet vehicle safely, including in adverse weather (fog, rain, snow, ice, etc.).
- Ability to communicate clearly and respectfully with students, parents, staff, and the public.
- Ability to manage student behavior and address special needs with patience and professionalism.
- Ability to understand and follow written and verbal instructions, evaluate schedules, and meet deadlines.
- Ability to work independently and make sound decisions in urgent or emergency situations.
- Ability to operate a two-way radio and complete required paperwork accurately.

PHYSICAL REQUIREMENTS

- Sit for prolonged periods while driving.
- Stand, walk, stoop, kneel, climb, or balance as needed.
- Reach, handle, or grasp objects, and occasionally lift/push/pull up to 25 lbs (heavier loads may be required in emergencies).
- Sufficient vision (near/far, depth perception, color recognition) to safely operate vehicles and identify traffic signals.
- Hearing ability to understand conversations and radio communication.

WORKING CONDITIONS

Work is performed primarily in vehicles, with exposure to traffic, weather (fog, rain, hail, sleet, snow, ice), and moderate noise. May transport students with physical, developmental, or behavioral challenges.

ADDITIONAL REQUIREMENTS

Successful completion of district and OSPI fleet driver training programs. Must maintain an infraction-free driving record and pass an annual driving abstract review. Participation in safety drills, professional development, and other training as required.