

Job Description: Shuttle Van Driver
Department: FYI
Last Revised: 07.2022

Definition: The Shuttle Van Driver is responsible for transporting people from one place to another for work, errands, school, or other reasons.

Supervision Exercised: None

Duties

- Transports youth to and from school, following a preplanned route according to a definite time schedule.
- Plan routes ahead of time and with most effective route planning.
- Communicate with staff regarding routes and times.
- Drives bus carefully and in compliance with traffic regulations.
- Assumes responsibility for the safety of youth in loading, unloading and transporting them to and from Childrens Cabinet functions.
- Instructs children in safety precautions and practices. Signals children when to cross street or highway and assures that children are safely across upon departure from bus.
- Maintains supervision of all passengers at all times.
- Maintains discipline; reports unruly behavior to supervisor.
- The driver must maintain order and discipline on the bus while driving in a safe and appropriate manner. Stress can be caused by the need to address behavior issues and discipline problems.
- Regulates heating equipment and ventilation of bus for comfort of passengers.
- Inspects and sweeps bus; checks water, gas, oil and mechanical condition before leaving on run.
- Reports delays and accidents.
- Maintains and assures bus meets regular maintenance schedules.
- Maintains and completes annual DMV requirements for licensing.
- Keeps operational records and makes simple reports.
- Develops and maintains policies, procedures and reports needed to operate routes and overall requirements of transportation.
- Reports defects or problems with vehicle to shop supervisor.
- Performs other duties as assigned.

Entry Level Qualifications

Knowledge of

- Understanding of the problems facing children, youth and families
- General office procedures.

Ability to

- Work with youth, families and staff
- Express ideas clearly and concisely both orally and in writing.
- Be organized and use time efficiently
- Supervise others efficiently

Requirements

- Must possess a valid Nevada Commercial Driver's License
- The Van Driver has a moderately strenuous job. The Driver must sit for long periods and requires intense concentration, particularly in poor driving conditions.
- The Van Driver must work in all different weather conditions including extreme cold and extreme heat.
- Understand or have knowledge regarding delayed starts or school cancellations

This is a part-time position and not eligible for benefits

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