

**TITLE: 7D VAN DRIVER**

**QUALIFICATIONS:**

1. High School Diploma or GED
2. Must be at least 21 years of age and have had a driver's license for at least 3 consecutive years
3. Ability to pass a background check, CORI & Fingerprinting
4. Have and maintains a valid 7D License or a valid Class A or B Commercial Driver's License (CDL) with a passenger (P) Endorsement and a School Bus (S) Endorsement
5. Valid DOT Physical as required of a 7D License
6. Pass all Criminal History Checks
7. Pass a Plymouth Public Schools pre-employment physical examination, along with a pre-employment drug and alcohol screenings
8. Pass random drug and alcohol screenings through Plymouth Public Schools
9. Have no previous license suspension(s) for drug or alcohol related offenses
10. Ability to listen and understand information
11. Ability to communicate information so others will understand it
12. A sense of humor and a proven ability to work in a polite and friendly manner with all staff members and with the larger educational community.

**REPORTS TO:** Bus Coordinator, School Business Administrator, and Superintendent of Schools

**ESSENTIAL FUNCTIONS:**

1. Operate a 7D van safely and professionally on a regular scheduled route and time schedule or as assigned.
2. Perform and properly complete daily pre and post-trip inspections and duties.
3. Report issues with vehicles promptly to supervisor
4. Ability to read, understand policies, procedures, and related information. Also provide and follow verbal, written, and demonstrated instructions, directions, and guidelines related to the job.
5. Ability to write basic reports and general correspondence.
6. Ability to interact appropriately with a diverse student population of children of different age groups.

**PERFORMANCE RESPONSIBILITIES (INCLUDE, BUT ARE NOT LIMITED TO):**

1. Performs and properly completes daily pre-trip and post-trip inspections;
2. Transportation of students to and from school and/or to and from athletic events, field trips or special events while maintaining a safe, clean environment for those being transported.
3. Drives a bus/van safely and professionally;
4. Cleans vehicle daily, empties trash, and refuels when needed;
5. Complies with all traffic ordinances;
6. Complies with Plymouth School Committee School Policies;
7. Participates in on-site training;
8. Shows proficiency in handling and maneuvering 7D vehicles.
9. Pick up and deliver students as per set route/event and schedule.
10. Obey all traffic laws.
11. Observe all mandatory safety regulations for 7D vehicles.
12. Be attentive to traffic and weather conditions while staying on schedule and ensuring the safety of passengers.
13. Transport only authorized students, coaches, teachers and chaperones.
14. Pick up and discharge students only at authorized stops.
15. Check seats and floor, including under seats, for students after each trip.

16. Notify supervisor(s) immediately in case of mechanical failure or delay in more than five (5) minutes in scheduled deliveries or pickups; complete accurate reports as required.
17. Report all crashes and/or on-board accidents and injuries immediately per protocol and promptly complete accurate reports and forms.
18. Responsible for maintaining a safe environment within the vehicle by enforcing rules of conduct and responding to emergencies using a variety of pupil management skills.
19. Report student misconduct according to established procedure.
20. Communicate with students, parents, staff and colleagues in a professional and courteous manner and present as a positive representative of the Plymouth Public Schools.
21. Ensure the assigned vehicle is clean and fueled.
22. Use two-way radio per established policies.
23. Report any traffic citations to the supervisor within 24 hours.
24. Maintain regular attendance.
25. Demonstrate high standards of ethical behavior and confidentiality of information.
26. Attend all scheduled training, in-service and safety meetings as required by the Plymouth Public Schools,
27. Responsible for assuring equal rights to all individuals regardless of race, color, gender, age, marital status, religion, natural origin, sexual orientation, gender identity, homelessness, disability and any other protected classes
28. Ability to work effectively as a team member.
29. Safely assist students as needed. This includes helping them enter and exit the vehicle, using the vehicle's lap and shoulder belts, and safely securing them in car seats and booster seats.
30. Performance of other job-related duties as assigned

**TERMS OF EMPLOYMENT:** As scheduled

**EVALUATION:** Performance of this position will be evaluated annually by the School Bus Coordinator and/or School Business Administrator

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**PLYMOUTH  
SCHOOL  
COMMITTEE**

**REVISED**

**REVISED**

INFORMATION:

DISCUSSION: \_\_\_\_\_

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APPROVED: \_\_\_\_\_

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