

Date: August 22, 2024
To: Chapter 956- Union
From: Charlie Cook
Human Resources Manager
Re: New Position- Van Driver

Responsible for operating a District Van or Car and transporting school-aged children and other authorized personnel safely and efficiently over specified routes to and from schools and various activities. Conducts pre-trip inspections; observes safety regulations and policies; enforces student discipline in the vehicle.

This is a new position at Duluth Public Schools and has a pay assignment of Pay Group 7, Step A, 38 weeks per year.

Please let me know if you are in agreement with this proposal as soon as possible, by signing below and returning to me.



Gary Veziha, Union President

8-27-24

Date



Jason Ledoux, Union Secretary

8-22-24

Date



Human Resources

8-21-24

Date

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SEP 04 2024
HUMAN RESOURCES

<u>Title of Immediate Supervisor:</u> Manager of Transportation	<u>Department:</u> Transportation	<u>FLSA Status:</u> Exempt
<u>Accountable For (Job Titles):</u> Not Applicable		<u>Pay Grade Assignment:</u> Pay Group 7, Step A 38 weeks per year

General Summary or Purpose Of Job:
JOB SUMMARY: Responsible for operating a District Van or Car and transporting school-aged children and other authorized personnel safely and efficiently over specified routes to and from schools and various activities. Conducts pre-trip inspections; observes safety regulations and policies; enforces student discipline in the vehicle

DUTY NO.	ESSENTIAL DUTIES: (These duties and frequencies are a representative sample; position assignments may vary.)	FRE-QUENC Y
1.	Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation	Daily
2.	Assists students and other passengers (e.g. seating, restraints, special equipment, etc.) for the purpose of providing safe loading and unloading from vehicles including both emergency situations and normal transport.	Daily
3.	Attends meetings, trainings, etc. for the purpose of maintaining skills and meeting District and State requirements.	Daily
4.	Communicates with parents, students, teachers, administrators, etc. for the purpose of conveying and/or receiving information.	Daily
5.	Drives school vans for the purpose of transporting regular education and/or special education students over scheduled routes and to/from school and/or field trips in a safe and timely manner.	Daily
6.	Escorts children across the street for the purpose of ensuring the safety and welfare of students.	As needed

7.	Fuels assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.	As needed
8.	Performs other technology duties of a comparable level or type.	As needed
9.	Performs other duties of a comparable level or type	As required

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

EDUCATION/CERTIFICATION/LICENSURE:

- High School Diploma or equivalent
- Valid Minnesota driver's license (Class D) and acceptable driving record for insurability by the District's insurance carrier, and to meet state requirements
- Ability to pass a federally mandated drug/alcohol screen

SKILLS:

- Required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; and operating school buses and related equipment.

Desirable/Preferred Qualifications:

Knowledge Requirements:

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- Possession of, or the ability to obtain, a valid Minnesota Driver's License. Must maintain once acquired.
- Strong knowledge of safety practices and procedures.
- Understand emergency evacuation techniques.

- Administer basic first aid and / or be CPR certified if required by district.
 - Knowledge of health standards and hazards.
 - Understand state regulations and laws pertaining to the operation of school buses; and child behavior.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include:
- Able to adhering to safety practices.
 - Prepare and maintain accurate records.
 - Operate equipment used in transporting special needs students.

Skill Requirements:

Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- Be reliable and capable of working independently.
- Able to drive vehicle during adverse weather conditions
- Patience and firmness for dealing with children.
- Be attentive to detail.
- Display tact and courtesy, establishing and maintaining effective working relationships.
- Communicate with diverse groups.
- Able to maintain confidentiality.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionall	34-66% Frequently	66-100% Continuously
Stand		√		
Walk			√	
Sit				X
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		
Talk and hear			√	
Taste and smell	√			
Lift & Carry:				
Up to 10 lbs.			√	
Up to 25 lbs.			√	
Up to 50 lbs.		√		
Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

School van environment. Driving a vehicle to conduct work. Constant interruptions.

General Physical Conditions:

- Sitting for extended periods of time when operating a transportation vehicle.
- Bending at the waist, kneeling or crouching. Reaching, pulling and pushing to open van doors.
- Lifting moderately heavy objects

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)		
Color Vision	√	
Depth Perception		
Peripheral Vision		