



Job Title: Type 10 Driver
Reports To: Transportation Supervisor
FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, the Type 10 Driver operates District Type 10 vehicles to transport children to and from school in a safe, timely and economical manner. Duties assigned to employee include inspecting the vehicle to insure safe operation. Safety and welfare of the students is always the top priority. The Type 10 Driver works under the supervision of the Transportation Supervisor, or designee.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

1. Thorough knowledge of the operation and capabilities of District vehicles and equipment.
2. Ability to drive safely under pressure of time constraints, student misbehavior, hazardous road conditions, and traffic demands.
3. Punctuality and ability to pace activity to meet time schedules.
4. Knowledge of student management techniques and ability to calmly interact with students.
5. Demonstrate courtesy and safety to the public.
6. Maintain First Aid Certification.
7. Maintain Type 10 ODE Certification.

Skills and Abilities:

Possess the physical ability to regularly attend work and fulfill the essential functions of the position, with or without reasonable accommodation.

1. Attend a Type 10 Training class and pass a Type 10 pre-trip and Driving Test
 2. Possess a driving record that conforms to the requirements of the State Department of Education.
 3. Successfully complete defensive driving training.
 4. Successfully complete classroom and on-the-road vehicle operation training.
 5. Successfully complete and apply in-service training practices.
 6. Read, understand, and apply written instructions found in route books and District policies and procedures.
 7. Maintain a safe driving record with District or personal vehicles.
 8. Adhere to the district requirements for a drug-free workplace.
 9. Possess a valid Oregon Driver's License and maintain an insurable status for automobile liability and coverage.
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ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Operates the vehicle in accordance with Oregon Revised Statutes, Department of Motor Vehicle Code, Type 10 Manual, and District policies.
2. Attends all meetings and seminars scheduled by supervisor.
3. Maintains a neat, clean, and courteous presence while on duty.

4. Reports immediately any mechanical trouble, tire problems, inoperable safety equipment, or other questionable items to supervisor or the District mechanic.
5. Accepts the responsibility of transporting school-age children safely under all types of conditions.
6. Applies energy conservation and maintains cost effectiveness measures while operating a vehicle.
7. Conducts a pre-trip inspection of the tire, lights, instruments, emergency equipment, general operability, and maintain interior cleanliness of vehicle.
8. Maintains the assigned vehicle by cleaning items such as: windshield (inside and outside), mirrors, light lenses, floors and seats.
9. Reports any problems or safety hazards which exist or occur on routing, such as: traffic, stops, physical barriers, and students (both on and off the vehicle).
10. Drives vehicle as prescribed by assigned route and time schedule. Modifies route temporarily in response to traffic road closures, or weather conditions.
11. Greets students in a pleasant and friendly manner at stops.
12. Maintains a safe, orderly atmosphere on the vehicle at all times by seeking compliance with District policies through persuasion, verbal warnings, or completing discipline slips.
13. Administers first aid as required and takes immediate emergency action in serious illnesses.
14. Completes required daily reports of odometer readings, repair needs, and student conduct.
15. Exercises good judgment and discretion in operating a vehicle in all weather and traffic conditions.
16. Operates a two-way radio.
17. Fulfills performance standards identified in the evaluation process as required for the position.
18. Fulfills working conditions and physical effort listed below.
19. Other duties as assigned by the Transportation Supervisor or designee.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings, staff meetings, and other District trainings as required.
2. Serve on building and District and school committees and councils as required.
3. Report issues to authorities as necessary, animal control, suspicious activity, etc.
4. Reports safety, sanitary and fire hazards immediately to teacher/principal/supervisor.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High School diploma or recognized equivalent.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Must be able to work effectively as a team member. Must be able to work independently as well as with other employees and/or administrators in a positive, productive manner. Demonstrated ability to successfully work and maintain harmonious relationships with students.

- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to verbally respond to common inquiries from students. Ability to read and interpret simple instructions, short correspondence and memos.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form.
- **Computer Skills:** General knowledge of computer usage and ability to use e-mail, internet software and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions. Working knowledge of School District practices or basic policies may be necessary.
- **Certificates, Licenses, Training:** Possess an appropriate valid Oregon driver's license issued by State of Oregon Department of Motor Vehicles and maintain an insurable status for automobile and liability coverage. Possess a driving record that conforms to the requirements of the State Department of Education. First Aid training and CPR card required as well as other certificates and licenses as determined by the District. Yearly completion of SafeSchools online training required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must have the physical ability to carry or drag a 125-pound person 30 feet in 30 seconds. The employee may occasionally climb stairs or ladders. Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects. Must be able to read road signs, and be able to clearly distinguish physical hazards.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Type 10 Drivers have contact with students and are required to maintain order to ensure the safety of students. Exposure to inclement weather and the hazards associated with vehicular travel are routine for this position.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment.

The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: HR Department

Updated: February 2021

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee

Date