



## **AUXILIARY DRIVER**

### **GENERAL RESPONSIBILITIES**

This position is responsible for transporting school-aged children and other authorized personnel safely and efficiently to and from schools and special events in vehicles other than a school bus.

### **ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Conduct a daily pre-trip safety inspection of the vehicle prior to transporting children.
- Report operating and equipment deficiencies.
- Maintain safety equipment and report unsafe vehicle conditions.
- Adhere to the preventive maintenance schedule.
- Complete required forms and reports in an accurate and timely manner.
- Obey all traffic laws and observe mandatory safety regulations for motor vehicle operations; adhere and comply with safety rules, motoring regulations and traffic laws.
- Maintain assigned schedule and discharges students only at authorized locations.
- Transport authorized students only, following a designated route schedule.
- Ensure that all pupils are accounted for and all runs are covered.
- Ensure passenger safety; maintain discipline during trips to and from school sites.
- Notify proper authorities in case of vehicle breakdown or deviation in schedule.
- Report all accidents immediately, request police or ambulance service as needed; complete required accident reports.
- Responsible for washing and cleaning vehicle inside and out and fueling vehicle.
- Make vehicle available for periodic maintenance.
- Attend all scheduled meetings.
- Perform related work as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Must possess a good knowledge of the procedures and federal/state laws governing the safe operation of a motor vehicle, prior to the completion of the school division's training program. Must have a general knowledge of the problems involved in operating a motor vehicle and the geography of the city and location of streets. Must be skilled in the safe operation of a motor vehicle. Must have the ability to operate the vehicle safely over an assigned route according to a defined time schedule which may require driving during pre-daylight and dusk periods; ability to detect malfunctioning equipment; ability to assist children using patience and understanding; ability to establish and maintain effective working relationships with school officials, parents, associates and students.

### **EDUCATION AND EXPERIENCE**

#### **Required:**

High School Diploma or GED.

#### **Preferred:**

A comparable amount of training and experience maybe substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, repetitive motion, reaching, and driving. Occasional walking, standing, bending, balancing, climbing, and fingering. Work involves moderate exposure to unusual elements such as extreme temperatures, extreme vibrations, hazards such as moving vehicles, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds occasionally and over 50 pounds rarely. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Completion of the Driver Training Program offered by the school system.

Have a yearly physical examination as required by the School Board of Virginia Beach.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 11/17, 7/20
-------------------------	--------------------------