

Jacoby Transportation Inc.

Van Driver Job Description

Job Goal: Operate the assigned van in a friendly manner that is both safe and efficient.

Qualifications:

1. Minimum age 18 years old.
2. Possess a valid Driver's License.
3. Pass yearly physical examination for Pennsylvania School Bus Operator's Certificate. TB test – no more than 1 year old. Cost is paid by applicant.
4. Provide a copy of a Federal Criminal History Record (Fingerprints) – no more than one (1) year old. Cost is \$23.85 paid by applicant.
5. Provide PA Child Abuse History Clearance – no more than one (1) year old, clear of records. Paid by Jacoby Transportation.
6. PA State Police Criminal Record – no more than 1 year old, clear of records. Paid by Jacoby Transportation.
7. Provide PA Driving Record – Full record. Paid by Jacoby Transportation.
8. Pass pre-employment and random Drug and Alcohol Testing. Paid by Jacoby Transportation.
9. Complete 3 Hr. mandated Child abuse reporter training. (done on-line) no cost
(ALL CLEARANCES MUST BE RENEWED EVERY 5 YEARS)

Performance Responsibilities:

1. Obeys all traffic laws and Pennsylvania Department of Transportation regulations.
2. Maintain order, safety and discipline of students during trip by following procedures set by Lincoln Intermediate Unit (L.I.U.).
3. Abide by the assigned schedule to the best of your ability. Pick up and transport students from assigned locations approved by L.I.U. If for any reason your running 10 minutes behind schedule notify office personnel to contact parents or school of delays.
4. Perform daily pre-trip inspections of van/bus before starting route including engine warm-up during winter weather and icy conditions. This is to limit the possibility of breakdowns, faulty equipment or other failures, which must be reported to office personnel immediately.
5. Perform post trip inspection of van for any students or their personal items after you have finished your run.
6. Reports all accidents to office personnel immediately. (Accident Policy #)
7. Keep assigned van cleaned. Keep windshield, windows, dash control panel cleaned at all times. (Maintenance Policy #)
8. Review and follow Employee Handbook. Keep binder and clipboards available for use at all times and in view for substitute drivers if necessary.
9. Complete and turn in all necessary paperwork on time as required.
10. Notify student's parents that change of addresses must be approved through Transportation Office before change can take place.