



Classified Job Description

CSEA Revised: March 16, 2015
NJUHSD Board Revised: April 8, 2015
(Previously Approved: 9/15/2004)

Position Title:	SPECIAL NEEDS DRIVER
Contract Term:	9 months per year
Salary Range:	18

GENERAL DEFINITION:

Responsible for driving District vehicles for the safe transportation of students.

UNDER SUPERVISION OF:

Director of Special Education/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Driving the vehicle in a manner that ensures the safety of all passengers.
2. Supervision of students up to and including the securing of seat belts and other safety equipment.
3. Reporting any mechanical failures at the end of each run or if necessary stop vehicle and report if it appears unsafe to continue driving.
4. Refrain from unnecessary discussion with passengers.
5. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
6. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

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 equivalent.

CERTIFICATES AND LICENSES:

Must possess a valid First Aid Card and CPR Certificate. Possess a Class B license. Must have no points on driving record and able to pass physical examination.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

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. Ability to supervise children, maintain effective working relationships with children and staff. 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 continuously required to sit and occasionally required to walk or stand. The employee will frequent bend or twist at the neck and trunk while performing the duties of this job. The employee frequently uses hand strength to grasp tools. And is continuously driving on the job. The employee must occasionally lift and/or move up to 75 pounds such as students. Specific vision abilities required by this job include distance and close vision, color vision, depth perception and peripheral vision.

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.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.