

Delaware Valley School District



Instructional Assistants/Licensed Health Room Nurse/Lifeguards

Job Descriptions

POSITION: **BUS DRIVER**
REPORTS TO: Director of Support Services

Qualifications:

1. Must possess a valid commercial driver license with the Pennsylvania Department of Transportation "5" endorsement.
2. Complete successfully the Pennsylvania DOT 20-hour School Bus Driver Training Program.
3. Pass an annual school bus driver physical examination as mandated by the Pennsylvania DOT.
4. Pass a driving test as mandated by the Pennsylvania DOT every four years for certification as a school bus driver.
5. Complete successfully the Pennsylvania DOT School Bus Driver Recertification Program every four years.
6. Have the ability to carry out oral and written instructions.
7. Have the ability to perform essential functions.
8. Be an American citizen or qualified alien.
9. All clearances and trainings will be in accordance with state regulations.
10. Meet all state and federal qualifications.
11. Be a high school graduate.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
 - Walk around a school bus. A school bus has a maximum length of 45 feet and width of 201 inches. A driver should be able to satisfactorily walk at least 107 feet without a problem.
 - Bend to check underneath the bus unassisted by any medical apparatus. The bottom of a school bus chassis is typically 3 feet off the ground.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs and descend school bus steps (12-16 inches high).
4. While using the right foot only, alternate between the service brake and accelerator. Be able to have strength and flexibility to operate all controls with hands and feet.
5. Hold the service brake (the main brake on the bus) with the right foot with 40-60 lbs. of force for 60 seconds.
6. Move quickly and easily from the driver's seat, through the aisle and exit the rear emergency exit of the school bus.
7. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
8. Is able to withstand emotional stress.
9. Can tolerate many types of situations and personalities.
10. Maintain professional attitude.
11. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

Essential Functions:

The Bus Driver/Custodian shall:

1. Communicate effectively in English both verbally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. Lift materials up to 40 pounds.
8. Have hearing at a level adequate to supervise students and communicate.
9. Have the physical and emotional stamina to perform effectively and react promptly to emergency situations.
10. Have the physical ability to drive vehicles equipped with either a standard or automatic transmission.
11. Have the knowledge of district policy and the ability to function with discretion and within the limits of the law and policies in those areas of responsibility assigned.
12. Be able to work independently and without supervision.
13. Possess good decision-making skills in pressure situations.

Duties:

The Bus Driver/Custodian will:

1. Have knowledge of the Pennsylvania Driving Laws and obey all rules and regulations.
2. Have knowledge of the operation of the school bus, both inside and outside of the bus.
3. Keep the bus clean at all times.
4. Make pre-trip inspection of the bus before leaving the school grounds.
5. Report to the Director of Support Services any malfunction of the bus he/she is assigned to drive.
6. Keep in mind that the bus driver/custodian is an employee of the school district and a good public relations person.
7. Must have a good attitude and understand children.
8. Must maintain personal hygiene as deemed necessary by the Director of Support Services.
9. Must have some mechanical ability to detect if a bus is not running properly and report it to the Director of Support Services.
10. Must be able to follow written instructions.
11. Must be able to deal with parents and school administrators during conferences pertaining to student discipline hearings.
12. The bus driver must pass a school bus driving test as sponsored by the Pennsylvania State Police.

13. The bus driver/custodian will perform any task as assigned by the Director of Support Services.
14. The bus driver/custodian will perform preventive maintenance on district vehicles as assigned by the Director of Support Services.

Evaluation:

Performance of the position of Bus Driver will be evaluated by the Director of Support Services.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **LEAD BUS DRIVER**

REPORTS TO: The Director of Support Services

Qualifications:

1. Possess a valid commercial driver license with the Pennsylvania Department of Transportation "5" endorsement.
2. Complete successfully the Pennsylvania DOT 20-hour School Bus Driver Training Program.
3. Pass an annual school bus driver physical examination as mandated by the Pennsylvania DOT.
4. Pass a driving test as mandated by the Pennsylvania DOT every four years for certification as a school bus driver.
5. Complete successfully the Pennsylvania DOT School Bus Driver Recertification Program every four years.
6. Have the ability to perform essential functions.
7. Be an American citizen or qualified alien.
8. All clearances and trainings will be in accordance with state regulations.
9. Meet all state and federal qualifications.
10. Be a high school graduate.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
 - Walk around a school bus. A school bus has a maximum length of 45 feet and width of 201 inches. A driver should be able to satisfactorily walk at last 107 feet without a problem.
 - Bend to check underneath the bus unassisted by any medical apparatus. The bottom of a school bus chassis is typically 3 feet off the ground.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs and descend school bus steps (12-16 inches high).
4. While using the right foot only, alternate between the service brake and accelerator. Be able to have strength and flexibility to operate all controls with hands and feet.
5. Hold the service brake (the main brake on the bus) with the right foot with 40-60 lbs. of force for 60 seconds.
6. Move quickly and easily from the driver's seat, through the aisle and exit the rear emergency exit of the school bus.
7. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
8. Is able to withstand emotional stress.
9. Can tolerate many types of situations and personalities.
10. Maintain professional attitude.
11. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

Essential Functions:

The Bus Driver shall:

1. Communicate effectively in English both verbally and in writing.
2. Read and comprehend written material on a high school level.
3. Set an example of a stable emotional climate for parents, staff and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward achieving district goals.
7. Lift materials up to forty pounds.
8. Have hearing at a level adequate to supervise students and communicate.
9. Have the physical and emotional stamina to perform effectively and react promptly to emergency situations.
10. Have the physical ability to drive vehicles equipped with either a standard or automatic transmission.
11. Have the knowledge of district policy and the ability to function with discretion and within the limits of the law and policies in those areas of responsibility assigned.
12. Be able to work independently and without supervision.
13. Possess good decision-making skills in pressure situations.

Duties:

The School Bus Driver shall:

1. Have knowledge of all driving laws and obey all rules and regulations.
2. Have knowledge of the operation of the school bus, both inside and outside of the bus.
3. Keep the bus clean at all times.
4. Make a pre-trip inspection of the bus before leaving the school grounds.
5. Inspect bus for remaining passengers immediately following the conclusion of each run and post the designated sign in the rear window of the bus.
6. Report to the Director of Support Services or the designated person any malfunction of the bus he/she is assigned to drive.
7. Keep in mind that he/she is an employee of the school district and an important public relations person.
8. Maintain personal hygiene as deemed necessary by the Director of Support Services.
9. Have a good attitude and demonstrate understanding with children.
10. Have mechanical ability to detect if a bus is not running properly and report it to the Director of Support Services or the designated representative.
11. Be able to follow written and verbal instructions.
12. Be able to deal professionally with parents and school administrators during conferences pertaining to student discipline.
13. Pass a school bus driving test mandated by the Pennsylvania DOT.
14. Successfully complete and maintain certification in American Red Cross Basic First Aid and Adult and Child Cardiopulmonary Resuscitation.
15. Perform any task as assigned by the Director of Support Services or other appropriate district supervisors.

Evaluation:

Performance of the position of Bus Driver will be evaluated by the Director of Support Services.

This job description does not state nor imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **BUS MONITOR**

REPORTS TO: Director of Support Services

Qualifications:

1. Be a high school graduate.
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. All clearances and trainings will be in accordance with state regulations.
5. Possess basic knowledge of Pennsylvania Department of Transportation rules and regulations pertaining to the transport of children.
6. Possess basic knowledge of accepted Early Childhood Education practices in the case of preschool children.
7. Possess knowledge of First Aid and CPR through course work, certification and maintenance of credential.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

Essential Functions:

The bus monitor shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material on a high school level.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
8. Lift materials up to 40 pounds.
9. Have vision and hearing at a level to supervise students and communicate.
10. Be able to work independently, without supervision.
11. Possess good decision-making skills in pressure situations.
12. Be available to be trained in proper use of EpiPen.

Duties:

The bus monitor shall:

1. Be responsible for the care of enrolled children while they are in transit from one location to another under the responsibility of the contracted driver.
2. Be responsible for all children being seat belted and harnessed when applicable.
3. Maintain conduct and safety of all persons being transported in accordance with accepted Early Childhood Education practices, Pennsylvania Motor Vehicle Codes, and Transportation Regulations.
4. Instruct children in good safety habits when being transported and when entering and leaving the van.
5. Follow all transportation policies as issued by administrative office.

Evaluation:

Performance of the position of bus monitor will be evaluated by the Director of Support Services.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **TRAFFIC CONTROL OFFICER**

REPORTS TO: Chief of Police

Qualifications:

1. Experience in traffic control.
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile for travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.
9. Most be trained in traffic control within one (1) year of employment.

Essential Functions:

The traffic control officer shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material on a high school level.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
8. Lift materials up to 40 pounds.
9. Have vision and hearing at a level to carry out duties.
10. Be able to work independently, without supervision.
11. Possess good decision-making skills in pressure situations.

Duties:

The traffic control officer shall:

1. Control and direct motor vehicle traffic both into and within the school campuses.
2. Assist other school officials with traffic flow and/or parking at school events.
3. Report to school officials on any unsafe or reckless drivers, and any other unusual or suspicious activities.

4. Maintain parking space use and report any issues to appropriate authorities.
5. Complete any other tasks as assigned by appropriate school officials.

Evaluation:

The Chief of Police will evaluate performance of the traffic control officer.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position and guidelines set forth by the attending physician(s).