

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE: Pony Route Driver

Location: Transportation Building

JOB CATEGORY: Part-time

PAY GRADE: Miscellaneous Scale

FSLA: Non-Exempt

IMMEDIATE SUPERVISOR:
Director of Transportation

GENERAL DEFINITION AND CONDITIONS OF WORK

Transports school mail between assigned schools and school's departments according to specified routes and time schedules.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following actions:

- Deliver internal mail/packages for all Warren County Schools and departments;
- Pick Up lunches and deliver for Special Programs;
- Serves as a sub driver/aid for special needs routes;
- Must be able to follow/maintain a predetermined route and schedule;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model in appearance, demeanor, dress and behavior for the students served;
- Performs related duties as assigned by the administration in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the county; skill in the safe operation of a vehicle; 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, school personnel, and students. Must be able to follow oral and written directions and have the ability to get along well with others.

EDUCATION AND EXPERIENCE

Candidate must possess any combination of education and experience equivalent to completion of high school. Candidate must possess a valid Virginia Driver's License and have a good driving record, and be eligible for the WCPS approved driver list.

SPECIAL REQUIREMENTS

- ◆ Candidate must be at least 18 years of age;
- ◆ Candidate must possess a valid Virginia Driver's License;
- ◆ Candidate must satisfy an annual physical examination for employment as a driver by a physician licensed by the Commonwealth of Virginia;

- ◆ Candidate must satisfy all other requirements of the State Board of Education for persons employed to drive;
- ◆ Candidate must submit to random and post-accident drug testing;
- ◆ Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Work requires climbing, sitting, stooping, crouching, reaching, pushing, pulling, grasping, and repetitive motions. Frequent walking and lifting, up to approximately 30 pounds and occasional lifting of equipment up to 50 pounds. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to outside environmental conditions, noise, vibration, road hazards, and atmospheric conditions. Attendance to training sessions and driver meetings beyond the normal assigned hours is necessary. Daily contact with students to provide an orderly and safe environment is required. Contact with parents and administrators is required. Occasional contact with medical professionals may be required.

EVALUATION

The Director of Transportation, with collaboration from the assigned administrator, will evaluate performance on ability and effectiveness in carrying out the above responsibilities.