

Transportation Small Vehicle Operator

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Minimum of five (5) years driving experience
- Possession of Valid Florida Class E Driver's License
- Basic knowledge of vehicle operation, safety, and safety equipment
- [Medical Examinations Report for Fitness Determination](#)
- Completed certified cardiopulmonary resuscitation (CPR) and first aid training

Performance Responsibilities:

- Drive a HCSD owned/leased/rented vehicle transporting students to and from assigned locations in a timely manner.
- [Conduct pre-trip and post-trip inspection according to state guidelines to ensure the safe delivery of students](#)
- Transport special needs or McKinney-Vento student to their assigned school location
- Follows a designated route and established time schedule while picking up students and dropping them off at specific locations on printed route
- Maintains student order during transport and issue student disciplines form as necessary
- Keep proper records and accounts to maintain program effectiveness, such as monthly and yearly activity reports
- Attends to the requirements of special needs student
- Responsible for fueling of the vehicle
- Submits daily reports, logs, and other necessary documents as required.
- Observes all state, city, and local traffic laws and regulations
- Communicate effectively with students, parents, and school personnel
- Keep vehicle logs and repairs to assigned vehicles
- Perform other duties as assigned by the Safety and Training Specialist and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move object

Reports to:

Reports directly to the Safety & Training Specialist and or/ designee

Evaluation:

Annual evaluation and Mid-Year Progress Report done by the Safety & Training Specialist and/or designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Noninstructional Level N

Job Code:

78034

Board Approved: 07/30/24

Revised: