



DUQUESNE CITY SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION TITLE: Activities Van Driver

QUALIFICATIONS:

1. Valid Pennsylvania driver's license
2. Ability to maintain and effectively communicate the transportation service schedule
3. Current Act 151 (Child Abuse), Act 34 (Criminal), and Act 114 (FBI-Pa Department of Education) clearances are required
4. First Aid/AED/CPR certifications required

REPORTS TO: Community Engagement Coordinator

ACCOUNTABILITY OBJECTIVE: The Activities Van Driver's primary responsibility is to provide take home service for Duquesne's secondary students assigned to the West Mifflin Area School District.

PRINCIPLE ACCOUNTABILITIES:

- Operating the van on a prescribed schedule from the West Mifflin Area High School to Duquesne
- Providing take home service for Duquesne students with tentative departures from West Mifflin Area High School: **4:00 p.m. and 5:30 p.m.**
- Providing transportation to students, parents and guardians on an occasional basis
- Coordinating with students to best meet their needs
- Fueling, servicing and cleaning the van
- Ensuring scheduled maintenance and necessary repairs on the van are completed
- All other duties as assigned by the Community Engagement Coordinator

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting and/or standing for extended periods of time
- Lifting, carrying, pushing, pulling 25 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle teaching materials and supplies
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

The information contained in this job description is for compliance with Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT: A rate of \$11.10/hr. from 3:30 p.m. – 6:30 p.m., not to exceed 181 days. If overtime is involved, a weighted average wage would be paid at time and a half.

APPROVED BY SUPERVISOR:

_____ DATE: _____

APPROVED BY INCUMBENT:

_____ DATE: _____