

PLL VAN DRIVER

Under general supervision, to operate a student transportation vehicle over designated routes within an established time schedule; to transport students to and from school and on special event trips; to perform daily inspections of the transportation equipment; and to do other related work as required.

EXAMPLES OF DUTIES

- Drives a transportation vehicle over assigned routes in accordance with an established time schedule.
- Transports children with special needs and physical handicaps to and from home to school.
- Loads, secures the students in the seats, and unloads them safely at designated stops.
- Maintains the transportation vehicle in a clean and orderly condition, and inspects and reports mechanical defects of malfunctions.
- Takes vehicle for Oil Change & Maintenance inspections
- Adheres to policies and procedures in maintaining appropriate student behavior.
- Reports concerning transportation problems and concerns directly to the director
- Completes the daily transportation activity record, including number of students transported, mileage, type of trip, and standby time.
- Sweeps, cleans and refuels the transportation vehicle.
- Fills vans with gas & provide receipts crystal@purposelearninglab.org
mya@purposelearninglab.org
- Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

- Safe driving practices and techniques;
- Basic first aid procedures and methods;
- Safety and maintenance requirements of pupil transportation equipment;
- Provisions of the North Carolina Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of school children

Ability to:

- Drive student transportation equipment safely and efficiently;
- Maintain appropriate student behavior in a transportation vehicle;
- Perform appropriately in situations requiring tact and diplomacy;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending stairs, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

- Any combination of experience and training that would likely provide the required knowledge and skills is qualifying.
- A typical way to obtain the required knowledge and skills would be:
- One year of experience in the transportation of school children, or the completion of a school bus driver training program.
- Education Equivalent to the completion of the twelfth grade.
- License and Certificate Requirement:
Possession of a valid Class II, North Carolina Motor Vehicle Operator's License;
- Possession of a valid First Aid certificate issued by the American Red Cross, including CPR training.
- Condition of Employment
Insurability by the organization's liability insurance carrier.

Van Maintenance

Please take van on quarterly basis to receive oil Change (Report Any Maintenance issues to us immediately)

Gas Refill

Please call Rashad (919) 450-8836 (Please request Facemask, clorox wipes, first aid kit, and sanitizer/Credit Card from Director (919) 724-5713

Wash Van

Please Wash & Vacuum Van 1x a Week

PLL Van & Transportation Rules

1. Be on time (No Horse-playing)
2. Never run to or from the van/car/bus.
3. Stand back from the curb (Wait for the driver's signal before crossing). Please look Both Ways before cross
4. Don't push or shove (1 person at a time)
5. Buckle your Seat Belt & Please Stay in your seat.
6. Please Don't yell or shout.
7. Always obey the driver.
8. Please keep your hands & feet to yourself.
9. Always cross at least 10 feet in front of the van/car/bus.
10. Never crawl under a van/car/bus/seat.
11. No Food, Drinks, or Candy
12. No Cell Phones or Electronics unless authorized
13. No Toys unless authorized
14. Keep everything in your backpack and place it under your seat.
15. No Back-talking (be respectful to driver & peers)
16. Please adhere to Seating Chart that will be provided by driver

17. No cellphones 📱 , games , electronics

2024 Transportation Policies

- 1st offense- Verbal Warning/Reminder of policy (please talk to director -Director talk to parent)
- 2nd Offense-1 Rest Day (Written Warning /Parent Pick Up)
- 3rd Offense- 3 Rest Days (Written Warning/ Parent Pick Up)

We have a Zero tolerance for bullying and/or violence.

There will be a \$250.00 cleaning fee assessed if your child is eating on the van.

2024 Conduct Report (If you receive this, we request immediate intervention)

https://www.canva.com/design/DAFqz3UUNRE/tML-6F3ro9UTzTVDdlvpZA/view?utm_content=DAFqz3UUNRE&utm_campaign=designshare&utm_medium=link&utm_source=editor

Checklist for Van Drivers at the Youth Enrichment Lab

1. Pre-Trip Preparation

- **Vehicle Inspection:**
 - Check tire pressure and condition.
 - Ensure all lights (headlights, brake lights, turn signals) are functioning.
 - Test brakes and ensure they are responsive.
 - Verify that mirrors are clean and adjusted for visibility.
 - Check fluid levels (oil, coolant, windshield washer fluid, etc.).
 - Ensure the fuel tank is sufficiently filled for the trip.
 - Inspect the interior for cleanliness and safety hazards.
 - **Required Documents:**
 - Confirm possession of a valid driver's license.
 - Ensure insurance and registration are up-to-date and available in the vehicle.
 - Ensure all oil changes are done in a timely manner.
 - Carry the route schedule and contact information for staff and parents.
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2. Before Student Pickup

- **Safety Equipment:**
 - Confirm the presence of a fire extinguisher, first aid kit, and emergency triangle.
 - Test seat belts to ensure they are functional.
 - **Van Readiness:**
 - Verify that the van is clean, free of debris, and odor-free.
 - Check that all doors, windows, and locks are operational.
 - Turn on air conditioning or heating as needed for student comfort.
 - **Route Confirmation:**
 - Review the day's pickup and drop-off schedule.
 - Plan for potential traffic or detours.
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3. During Student Pickup

- **Safety Protocols:**
 - Use hazard lights and follow local school zone regulations during stops.
 - Open the door & ensure students board safely and are seated with seat belts fastened (Some schools open the door for us)
 - Conduct a quick headcount to confirm all students are accounted for.
- **Behavior Management:**
 - Greet students warmly and establish calm, respectful behavior in the van.
 - Address any disruptive behavior promptly and appropriately.

- **Communication:**
 - Notify staff immediately if there are any issues or delays.
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4. During Transit

- **Driving Safety:**
 - Follow all traffic laws and speed limits, especially in school zones.
 - Avoid distractions (e.g., phones or loud conversations).
 - Maintain a safe following distance from other vehicles.
 - **Student Supervision:**
 - Periodically check mirrors to ensure students remain seated and safe.
 - Use calm, clear communication for any instructions or corrections.
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5. Drop-Off Procedures

- **Student Safety:**
 - Ensure students exit the van safely and in an orderly manner.
 - Verify that all students are accounted for at the designated drop-off location.
 - Be sure to ensure that all students are quiet entering the building especially 2:00-3:30pm as QEI is in school
 - Confirm that younger students are handed off to staff or parents as needed.
 - **Post-Trip Check:**
 - Perform a headcount and visually inspect the van to ensure no students or belongings are left behind.
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6. End-of-Day Wrap-Up

- **Van Cleanliness:**
 - Remove any trash or belongings left behind by students.
 - Wipe down surfaces and ensure the interior is ready for the next use.
 - **Vehicle Inspection:**
 - Note any mechanical or maintenance issues in the driver's log.
 - Refuel the van if needed.
 - **Report:**
 - Share any incidents or concerns with staff or leadership.
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7. Emergency Preparedness

- **Know the Protocols:**
 - Familiarize yourself with the emergency evacuation plan and contact numbers.
 - In case of an accident or breakdown, prioritize student safety and notify leadership immediately.
- **Parent Communication:**
 - Follow procedures to inform parents of delays or emergencies.

