

## MIAMI-DADE COUNTY PUBLIC SCHOOLS

### JOB DESCRIPTION

**CLASS TITLE:** School Transport Driver

**JOB CODE:** 5508

**DEPARTMENT:** Transportation

**PAY GRADE:** 01 (U3)

**DATE:** 11/25/23

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### BASIC OBJECTIVES

Operates district vehicle (van/car/SUV) within an assigned area to transport students from their designated pick-up & drop-off location. The work is performed under the general supervision of a Field Operations Specialist (FOS). The employee is expected to exercise independent judgement and initiative to ensure the safe and efficient operation of the district vehicle.

### JOB TASKS/RESPONSIBILITIES

1. Operates a district vehicle to transport students to and from school, on special occasions and as needed.
2. Obeys all city, county, and state traffic laws to ensure destination safety.
3. Ensures the safety of all students when entering and leaving the vehicle.
4. Must be cognizant of traffic and weather conditions and ensuring passenger safety.
5. Drives district vehicle within a prescribed route(s) in accordance with time schedules, picking up and discharging students at designated stops.
6. Maintains order during the trip and resolves conduct problems as needed.
7. Prepares statistical and disciplinary reports, as required.
8. Performs pre-trip & post-trip inspection of the vehicle and requests repairs as needed.
9. Reports all defects to Vehicle Maintenance for repair by completing Driver's Request for Repair (DRR).
10. Completes all paperwork that may be associated with the daily route assignments (FEFP reports, Medicaid log, Pre/Post-trip inspection, etc.)
11. Works collaboratively with the aide, as necessary.
12. Performs related work as required.

### PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, climbing, bending, stooping, crouching, twisting, reaching, standing, walking, pushing, pulling, grasping, talking, hearing, and visual acuity. The worker may be involved with lifting, carrying, pushing, and/or pulling 20-50 pounds. Environmental factors include noise, heat, humidity. The work is performed indoors and outdoors.

## **MINIMUM QUALIFICATION REQUIREMENTS**

1. Must hold a valid Class E Florida Driver's License and have a minimum of five (5) years licensed driving experience.
2. Clean driving record with no at-fault accidents or traffic citations within the last five years.
3. Must have a clean background check.
4. Must be able to pass a physical examination and drug test.
5. Must have CPR/First Aid training.
6. Must demonstrate ability to read, write and understand written instructions in English.
7. Must be attentive and have excellent decision-making skills to make fast decisions in high-stress situations.
8. Must be able to pass the Basic Training Courses given by the Miami-Dade County Public Schools Department of Transportation.