

Educational Service Center of Medina County

Job Description

Title: **Vehicle Driver**

Reports To: Transportation Supervisor

Supervises: N/A

FLSA Status: NON-EXEMPT

Qualifications:

- Completes a semi-annual driver record.
- Holds Ohio Pre-Service van certification.
- Displays good decision-making abilities.
- Displays basic computer skills.
- Demonstrates excellent driving skills.
- Demonstrates good organization ability.
- Demonstrates outstanding public relations skills.
- Is physically capable of lifting equipment and other material.
- Is physically capable of assisting students entering and exiting the vehicle.
- Holds a high school diploma.
- Completes proper BCI and or FBI clearance.
- Demonstrates ability to work effectively with others.
- Demonstrates ability to maintain simple records and reports.
- Demonstrates ability to work independently.
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

Description:

Regular and Substitute, vehicle drivers, responsible for the safe and efficient transportation of students within the guidelines of the State of Ohio and the policies established by the Educational Service Center of Medina County. Requires a high school diploma, clear driving record and must have been a licensed driver for two years. Also, satisfactory criminal record check required.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent.

Other Duties and Responsibilities:

1. Makes personal contact with school, staff, and parents (public relations); serves as a role model for students.
2. Courier

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: November 19, 2012
Revised by Governing Board: November 19, 2018