

**Voluntown Board of Education  
VACANCIES POSTING  
Internal/External**

**1 School Van Drivers up to 28.50 per week  
1 School Bus Driver up to 28.50 per week  
1 Bus Monitor up to 18.75 per week**

**Terms of Employment:** As required by the school system.

**Requirements:** *Bus Driver* - CDL Class B, PS Endorsements, Air Brakes.  
*Van Driver* – V Endorsement  
Good driving record necessary. Will train.

**Salary and Benefits:** As provided by contract with ***Voluntown Non-Certified Employees CSEA, SEIU, Local 2001***

**Start Date:** Will be mutually determined based on scheduling priorities.

**Applicants must submit a letter of interest to the Superintendent's Office attention to  
Darlena Loranger, Assistant to the Superintendent/H/R Specialist.  
Positions open until filled.**

**Voluntown Board of Education**  
**Job Description: School Bus/Van Driver**

**Code: 2700-112**

**Approved: August 9, 1994, January 22, 2010, and 3-11-10**

**Revised: 7-10-14**

**Title:** School Bus/Van Driver

**Terms of Employment:** As required by the school system.

**Salary and Benefits:**

As per the contract with Voluntown Non-Certified Employees CSEA, Inc./SEIU AFL-CIO, Local 2001.

**Qualifications:**

Hold a high school degree or equivalent diploma with an excellent driving record. {CGS 14-36(a)} school bus driver must have a commercial driver's license (CDL), with P-passenger and S-school bus endorsements. Class B with air brake endorsement is also needed. {CGS 14-44(e)} Drivers will submit to state and national criminal history record checks and a check of the state child abuse registry established pursuant to Section 17a-101k for perpetrator information. Driving records are reviewed with the State yearly and periodically. Bus/van drivers are subject to random drug/alcohol testing. Van drivers are not required to have a CDL license.

**Primary Function:**

The School Bus/Van Driver is responsible for daily transportation of assigned students.

**Duties and Responsibilities:**

1. Arrive 15 minutes before the start of run and pre-trip the assigned vehicle prior to driving. Use the established pre-trip format. Required information and defects are to be noted on DVIR (Driver Vehicle Inspection Report), corrected before driving any vehicle, and signed off on the report by the driver.
2. Be aware of laws that pertain to driving the assigned vehicle and the rules and regulations as set forth by the Voluntown Board of Education and the State of Connecticut Department of Public Safety.
3. Keep vehicle's fuel tank at least half full and record all fuel purchased on the mileage/fuel log that is turned in monthly to the Transportation Coordinator, or more often if requested.
4. Drive all routes as scheduled.
5. Requests for route changes are to be approved by the Transportation Coordinator prior to a change.
6. Report all road conditions and problem areas to the Transportation Coordinator.
7. Report all accidents to the Transportation Coordinator and follow up in writing. The appropriate forms are to be completed by the driver within twenty-four (24) hours of the accident.
8. Keep vehicle clean at all times. Floors, windows, dashboards are to be clear at all times. No loose items are to be kept in the driver's compartment area at any time.
9. Supervise students in the assigned vehicle. Report unsatisfactory student behavior in writing to the Transportation Coordinator as provided by the school transportation discipline policy.
10. Be "on call" for emergency school closing or early dismissal of students.
11. Be available by phone to school officials.
12. Relate to the students, staff, administration and public in a positive manner in all aspects of the position.
13. Work cooperatively with all school system employees.
14. Attending security and safety training, as needed, and participate in drills, as assigned.
15. Keep all vehicle keys in a secure place when not in use.
16. Assume such other duties and responsibilities that may arise periodically through the nature of the position and not herein described and/or requested by Administration/Coordinator.

**Evaluation:**

Evaluations and road tests will be conducted annually by the Transportation Coordinator and reported in writing. Probation reviews will be conducted as per the contract agreement.