



Position Title: **Health Services Driver**

Last Updated: July 2021

Reports To: Director of Health and Wellness Services

Status: Non-Exempt-Hourly
Permanent Part-time

Schedule: Academic year, Monday through Friday, when school is in session
Actual hours assigned as needed by Director of Health and Wellness Services

Benefits: Not Benefit Eligible
Tuition Remission Eligible - No

Summary Description:

The role of the driver is to provide safe transportation for all students requiring rides to and from medical/dental appointments. All students who are transported via school transportation will be treated as individuals in a concerned and caring manner.

Essential Functions:

- Transport students to medical appointments booked by Health Services on an as needed basis (one way as well as round trip)
- Ensure that school vehicle used for this purpose is in safe operating condition; ensuring safety of students during transportation
- Assist injured or disable students as necessary
- Inform Director of Health Services of any issues that result from transporting students to their medical appointments
- May deliver confidential information to medical offices when necessary
- Supervises students during transit for the purpose of maintaining safety and following health service protocol
- Maintain safe driving record and utilize safe driving practices
- Must maintain confidentiality as required and appropriate to do so
- Make efficient use of time
- Display tact and courtesy when dealing with students, staff, and others in the performance of this position
- Participate in school events as required

Additional Responsibilities:

- Perform other Health Center related duties as needed/assigned by the Director of Health Services during base hours
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other duties as needed or assigned by the Director of Health and Wellness Services

Qualifications:

- Ability to work independently
- Must be mature, dependable, responsible, and effective in communicating and working with adolescents
- Must understand written and oral instructions, procedures, with the ability to speak clearly
- Ability to evaluate situations to recognize issues and draw conclusions

Qualifications cont'd:

- Flexibility is required to work with others in a variety of circumstances and with a wide diversity of individuals
- Read, explain and follow rules, regulations, policies and procedures
- Must be able to work intuitively and independently as well as part of the Health Services team to carry out the mission of the department and the school as a whole
- Demonstrated interpersonal and communication skills in order to successfully interact with diverse staff, students, and other constituents of the school
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Possess a valid driver's license and maintain safe driving record
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular consistent attendance and punctuality is required as a condition of employment

Physical Qualification:

The person in this position:

- Regularly operates a school van to transport students
- Regularly communicates with other HWS staff in person, via phone, email, etc. and must be able to convey accurate information
- Occasionally moves small/medium sized items that may weigh up to 25 pounds
- Is capable of moving about the offices to access files and/or office machinery
- Regularly operates computers or other office machinery, i.e. copy machines, printers
- Observes, recognizes, identifies other faculty/staff, families, visitors
- Is capable of remaining in a stationary position, (i.e. sitting, standing), for extended periods of time

Working Environment:

- This job is performed under minimal temperature variations and hazardous conditions
- This job may be performed in inclement weather conditions
- The environment may be hectic at times with interruptions

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.