



**THE LEARNING CENTER
FOR THE DEAF**
MARIE PHILIP SCHOOL

POSITION: SECONDARY STUDENT TRANSPORTATION DRIVER

This position is responsible for operating a school vehicle and transporting school-age students and other authorized personnel safely and efficiently over specified routes to and from schools and various activities. This position conducts pre-trip inspections; observes safety regulations and policies; enforces student discipline on school vehicles; and performs related work.

REQUIREMENTS:

- High School Diploma or higher
- Good verbal and written communication skills
- A minimum of conversational fluency in American Sign Language required, with native, or near-native ASL fluency preferred
- Must have a valid MA Driver's License with excellent driving record history

FUNCTIONS AND RESPONSIBILITIES:

Follows daily schedule for transporting students along assigned routes.

Checks with supervisor daily for any changes in normal duties or new student passengers.

Operates vehicle safely on the assigned route, picking up and delivering only authorized students at assigned stops, and watches to ensure that no one hurrying for the school vehicle is left behind.

Keeps assigned time schedules.

Obeys all traffic laws and transportation practices as outlined in the TLC Employee Handbook.

Secures wheelchairs and other devices on the school vehicle as needed.

Maintains student discipline on the school vehicle and enforces student conduct.

Reports undisciplined students to the Supervisor.

Reports all accidents immediately, requesting police or ambulance service as needed; assists injured persons until services arrive; and completes required accident reports.

Perform all duties in conformance to appropriate safety and security standards.

Notifies Maintenance Department and Supervisors in cases of mechanical failure, safety deficiencies, or other incidents.

Drives students and teachers on field trips, extracurricular activities, and other special events, as assigned.

Exercises responsible leadership and appropriate behavior when on school trips.

Returns the school vehicle to the assigned lot, performs final inspection and secures school vehicle according to procedures.

When Mainstreaming program is closed (school holidays or July session), serves as an additional classroom assistant or substitute in the regular educational classrooms in Secondary Department.

When not transporting students to schools, provides assistance as needed in the Secondary Department.

Some lifting may be required when working with young students or students with special needs, however, TLC embraces and celebrates a spirit of inclusion and diversity, and reasonable accommodations and modifications will be made whenever possible. The diversity of our student population may require that some assignments have a heavier physical responsibility due to safety. If the opening for which you are applying will require more strenuous physical activity, the unique needs will be discussed at the time of interview.

Perform other tasks as assigned by the Department Supervisor.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

TLC is proud to be an equal opportunity employer and all employees and applicants for employment are afforded equal opportunity in every area of hiring and employment without regard to race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, and active military, and any other legally protected characteristic.