



Job Description

Title: Van/Passenger Vehicle Driver	FLSA Status: Non-Exempt	Months: 12 SPLIT SHIFT
Supervisor: Transportation Supervisor	Supervises: N/A	Range: 19
Department: Transportation	Bargaining Unit: Classified	Approved:

JOB SUMMARY:

Under general supervision of the Transportation Supervisor, the Van/Passenger Vehicle Driver position will transport students and/or staff to and from school, field trips, and other locations as directed. Drive routes practicing legal and non-aggressive defensive driving practices as directed. Perform regular safety inspections; ensure the safety of students during transport, loading and unloading from Van or Passenger Vehicle. Provide supervision and direction to student passengers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Drive a District multi-passenger van or passenger vehicle to transport students between neighborhoods, schools, and school activities.
- Drive a District van or passenger vehicle over specified routes or to specified destinations according to time schedules in order to transport student passengers on field trips or other events; meet scheduled departure and arrival times as assigned.
- Pick up and drop off students at regularly scheduled neighborhood locations, following strict time schedules.
- Maintain order and discipline among student passengers on the vehicle in accordance with policies related to disciplining students; enforce district policies and procedures related to transportation of students.
- Upon receipt of School Bus license and certification, serve as a cover School Bus driver and operate a school bus along a designated route; pick up and discharge students in accordance with time schedules; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.
- Monitor student passenger activities and behavior; reports observations and/or incidents (e.g., stop compliance, discipline, accidents, student passenger inappropriate social behavior).
- Determine appropriate action in emergency situations according to established guidelines; administer first aid to student passengers as needed.
- Conduct required daily safety inspections of vehicles; inspect the interior, exterior and engine of vehicles to assure safe operational condition; report mechanical malfunctions or other problems as required.
- Maintain vehicles in a clean and safe operating condition; wash, wax, vacuum, sweep and clean the exterior, interior and windows of assigned vehicles; refuel, service and prepare vehicle for operation.
- Supervise the loading and unloading of general education students and students with special needs; assure students with special needs are seated safely and seat belts, harnesses and wheelchair clamps are secured as required.
- Assist in the loading and unloading of physically or mentally disabled students as necessary.
- Operate wheelchairs, lifts, and secure wheelchairs.
- Comply with traffic regulations in order to operate district van or passenger vehicle in a safe and courteous manner.
- Load, secure, transport and unload equipment and cargo.
- Prepare and maintain related logs, work orders, records and reports.
- Record and submit reports on driving time, mileage, fuel and oil consumption, student counts and safety inspections.
- Operate equipment, including wheelchair lifts, tie downs, seat belts, safety vests and other adaptive equipment as necessary.
- Operate a two-way radio.
- Report delays or accidents.
- Report any vehicle malfunctions or needed repairs.
- Inspect vehicles, and check gas, oil, and water levels prior to departure.
- Maintain cleanliness of windows, mirrors and floors of assigned vehicle on a daily basis.
- Regulate heating, lighting, and ventilating systems for passenger comfort.
- Attend safety meetings, in-service trainings and programs as assigned.
- Maintain knowledge of first-aid procedures.
- Communicate with students, parents, teachers, administrators, etc., for the purpose of conveying and/or receiving information.

- Lift and carry equipment and/or cargo weighing up to 50 pounds.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Safe and defensive driving practices.
- Proper operations of vans or passenger vehicles.
- Applicable California motor vehicle codes, Education code and State and federal traffic and student transportation laws,
- policies, guidelines and regulations.
- Basic first aid procedures.
- Basic record-keeping techniques.
- Applicable radio codes and proper usage of a two-way radio.
- Designated routes, stops and district traffic hazards.
- Problems and concerns of students with special needs.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

Skills/Ability to:

- Drive a designated vehicle safely and efficiently.
- Learn and apply policies and procedures related to student discipline on vehicles
- Maintain a safe discipline level among passengers.
- Observe legal and defensive driving practices.
- Learn and follow designated routes.
- Learn and interpret rules, regulations, laws and policies governing the district.
- Maintain vehicles in clean and proper working condition.
- Conduct safety inspections and perform routine preventive maintenance.
- Administer first aid.
- Maintain routine records.
- Understand and follow oral and written directions.
- Communicate effectively with others
- Meet schedules and timelines.
- Operate a two-way radio.

Education and Experience:

- High School Diploma or Equivalent.
- Successful and safe experience driving a large vehicle.
- Clean DMV driving record.

Licenses, Certifications and other Requirements:

- Valid California Class C Driver's License and three (3) year clear driving record.
- Participate in DMV pull notice system
- Valid medical certificate.
- Valid first aid certification.
- Pre-employment drug and ongoing participation in random controlled substances and alcohol use testing program.
- Pre-placement physical exam.

- Criminal justice/fingerprint clearance.
- Tuberculosis clearance.
- First Aid/CPR/AED Certification.
- Highly recommended to obtain a valid California Class “A” or Class “B” driver’s license with a “P” endorsement and Valid School Bus Certificate issued by the California Highway Patrol within one (1) year of initial employment.
- DOT physical passage (every two years)

WORKING CONDITIONS:

Work Environment:

- Indoor/outdoor/school van/passenger vehicle environment.
- Seasonal heat and cold or adverse weather conditions.
- Evening or variable hours.
- Exposure to fumes, dust, odors, oil/grease and gases.
- Driving a vehicle to conduct work.

Physical Demands:

- Sitting for extended periods of time while operating vans or passenger vehicles
- Hearing and speaking to exchange information.
- Reaching, pulling and pushing to open or close doors.
- Bending at the waist, kneeling or crouching to inspect and wash vehicles.
- Reaching overhead, above the shoulders or horizontally.
- Seeing to monitor passengers and operate a vehicle.
- Lifting, carrying, pushing or pulling adaptive equipment and students.

Hazards:

- Traffic hazards.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.