

Coast Unified School District

Title: School Van Driver/Utility Worker I/Reserve Bus Driver

Salary Range: 12

Job Summary:

With minimal supervision, operates a school van over designated routes in transporting students to and from school and on field trips; performs a variety of general custodial, grounds and minor maintenance duties as determined by supervisor. Drive a school bus to transport student safely and efficiently to assigned locations along designated routes. Ensure safety of students by maintaining a safe discipline level on the bus. Ensure safety of vehicle by performing daily safety inspections.

Qualifications:

Required:

1. Valid California Driver's License required with no violations or convictions
2. CPR and First Aid certification required
3. Criminal Justice Fingerprint Clearance
4. Tuberculin Clearance
5. Pass DMV commercial medical examination
6. 21 years of age or older
7. Participate in DOT Drug and Alcohol Testing Program
8. High school graduate or equivalent
9. Current H6 DMV Report
10. Valid California Class A or Class B operator's license;
11. Valid California School Bus Driver's Certificate
12. Valid medical certificate
13. Valid first aid card or certificate of completion of California Highway Patrol First Aid Examination.
14. Knowledge of safe driving practices
15. Knowledge of provisions of the California Motor Vehicle Code Passenger Transportation Safety Handbook.
16. Ability to maintain order among riders on a school bus.
17. Pass physical examination requirements as required

Desirable:

1. Bilingual in Spanish
2. Custodian, grounds or maintenance experience

Essential Functions:

Drive a school van daily or as assigned over designated routes in accordance with time schedules, pick

up and discharge school children, escort required children across streets, stopping traffic as necessary; transport students and adults on field trips to various locations as scheduled; maintain order among riders in vans; fill out daily trip sheet showing number of pupils carried and miles driven; maintain assigned van as required and report any mechanical defects per operating procedures; conduct daily van inspections as required; drive in a safe and prudent manner as determined by road conditions and weather; carry out other transportation related duties as directed; perform custodial, grounds and minor maintenance duties as instructed. Drive a school bus along designated routes. Pick-up and discharge students in accordance with established time lines. Ensure student understanding of bus rules. Maintain order and discipline among passengers on the bus in accordance with school policies related to disciplining students. Report behavior issues to appropriate personnel. Observe legal and defensive driving practices, Ensure compliance with applicable traffic and student transportation laws, codes and regulations. Determine appropriate action in emergency situations according to established guidelines. Ensure student understanding of emergency procedures. Administer first aid to passengers as needed. Conduct required daily safety inspection of buses. Maintain and process daily inspection sheets. Inspect interior, exterior and engine of buses to ensure safe operational condition. Report mechanical malfunctions or other problems as required.

Physical Requirements:

1. Ability to sit for extended periods of time.
2. Ability to ascend and descend steps.
3. Ability to see and read, with or without vision aids.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will clearly understand normal conversation.
6. Ability to bend and twist, kneel and stoop.
7. Ability to lift, carry, push and/or pull up to 40 pounds on a regular basis.
8. In an emergency, must be able to perform evacuation of students from the van.
9. Ability to reach in all directions.
10. Ability to lift 50 lbs.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Supervision:

Under the direct supervision of the Director of Maintenance, Operations and Transportation.

Approved: 6/28/2018