

	<h2>School Van Driver</h2>	<p style="text-align: right;">Classified Position</p> <p>Initial Date: May 16, 2018 Board Approval: August 7, 2018 Revision Date: Personnel Commission: August 15, 2018 Range: 43</p> <p>Reports to Supervisor of Transportation</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To safely operate a school van on designated routes to transport students/passengers to and from school sites, designated services and to maintain school van in a clean and orderly condition. Positions in this class provide transportation from neighborhood pick-up site to school and return, or from home addresses to school sites for special education, or transport students who require services outside District boundaries. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for ensuring the safety of all passengers and ensuring the van is in safe operating condition at all times.

REPRESENTATIVE DUTIES:

- Drives a school van safely on predetermined routes transporting students to and from schools or other authorized assignments
- Conducts safety and operational inspection of assigned van daily and submits written reports
- Maintains order and proper discipline of students/passengers; resolves disputes; documents and reports disciplinary cases
- Issues and monitors van passes
- Reports any needed mechanical repairs to assigned van
- May be required to fuel vans
- May be required to assist in the transportation yard maintenance
- Maintains the cleanliness of the van including exterior/interior of school van
- Operates a two-way radio to maintain communication to and from Dispatcher's office
- Maintains a variety of records and reports, including but not limited to mileage, routing, maintenance, time schedules, load sheets, daily inspection reports, and time cards
- Attends mandatory meetings, programs and in-service training
- Notifies Dispatcher's office of delays or changes that occur in scheduled route
- May assist with other routes when breakdown or other unusual circumstances occur
- Administers First Aid in emergencies
- May operate and review surveillance equipment and materials as required
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

- Observe legal and defensive driving practices
- Proper operation of school vans; conduct safety inspections and perform routine preventative maintenance
- Applicable traffic and student transportation laws, codes and regulations
- Basic record-keeping techniques; prepare reports
- Interpersonal skills using tact, patience and courtesy
- Health and safety regulations
- Oral and written communication skills; operate a two-way radio
- Basic first aid procedures
- Learn and follow designated routes
- Meet schedules and timelines
- Learn and apply district policies and procedures related to student discipline and safety
- Meet the physical requirements necessary to safely and effectively perform required duties
- Physical ability to assist students in and out of vehicle

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent is required

LICENSES AND OTHER REQUIREMENTS:

- Requires a valid California driver's license (Class C) and an H6 DMV report (within 30 days)
- May require pre-employment physical examination
- May achieve a Class A or B license with school bus endorsement
- Subject to periodic random drug/alcohol screening
- Annual medical certification required

WORKING CONDITIONS:

ENVIRONMENT:

- School van and outdoor environment
- 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
- Hearing and speaking to exchange information
- Reaching, pulling and pushing to open van doors
- Bending at the waist, kneeling or crouching to inspect and wash vans
- Climbing ladders or steps
- Reaching overhead, above the shoulders or horizontally
- Seeing to monitor passengers and operate a vehicle
- Lifting and carrying moderately heavy objects as assigned by the position

HAZARDS:

- Traffic hazards
- Driving a vehicle during adverse weather conditions
- Fumes from chemical cleansers and van operation
- Working on ladders
- Potential for exposure to bodily fluids

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.