

OXNARD UNION HIGH SCHOOL DISTRICT

CLASS TITLE: TRANSPORTATION DRIVER

DEFINITION: Under the supervision of the Transportation Supervisor, operates a district vehicle for the purpose of providing safe and secure transportation for students with physical, medical, educational, and/or emotional disabilities.

STATEMENT OF TYPICAL DUTIES:

1. Operates a district vehicle to provide safe and secure transportation for students with disabilities.
2. Assists with loading and unloading of students with disabilities as necessary.
3. Ensures that seat belts are properly and securely fastened as required by state law.
4. Performs first aid or emergency assistance as needed according to established guidelines.
5. Communicates with staff, parents, and students regarding special needs for students, transportation schedules, and other related concerns.
6. Maintains order and discipline as required.
7. Monitors student activity and ensures compliance with safety procedures.
8. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Safe driving practices
Provisions of the California State Motor Vehicle Code
First aid practices
Basic record keeping techniques
Oral and written communication skills
Interpersonal skills using tact, patience, and courtesy
District rules and regulations regarding student transportation
Preventative maintenance practices
Knowledge of the students' IEP or 504 Plan as it relates to transportation

Ability to:

Drive a district vehicle safely and efficiently
Maintain order while driving
Recognize malfunctions in equipment and take appropriate action
Maintain assigned vehicle in a clean and safe operating condition
Learn a designated driving route including stops and traffic hazards
Maintain simple records
Establish and maintain effective working relationships with others
Read, write, speak and understand English, follow oral and written directions
Meet schedules and timelines

Communicate effectively both orally and in writing
Read, interpret, and follow rules, regulations, policies and procedures
Administer first aid to ill or injured students
Observe legal and defensive driving practices

EDUCATION AND EXPERIENCE:

High school diploma or equivalent and efficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS

Possession of a valid appropriate California driver's license.
Current first aid certificate

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

WORKING CONDITIONS:

Subject to driving in adverse weather conditions, noise and emergency student and traffic situations.

Approved: 9-28-05