

# Oak Grove School District

**JOB TITLE:**            **STUDENT TRANSPORT DRIVER**

**RANGE:**                **21**

## **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Under the direction of assigned supervisor or designee, operates a district vehicle to transport a maximum of nine passengers; assists in the loading/ unloading of passengers, including students with special needs; assists in keeping assigned vehicle in a clean and orderly condition; does related work as required.

## **TYPICAL DUTIES:**

- Drives a district vehicle in accordance with time schedules; picks up and drops off assigned student passengers at designated location(s). Assists & supports students according to established safety procedures.
- Assists in loading/unloading student passengers; transport students to various locations, choosing the best route and making departure and arrival time as scheduled.
- Review route changes, passenger changes, safety hazards or incidents with supervisor for recommended actions. Wash, sweep, refuel, and perform safety checks and inspections on assigned vehicle.
- Maintains and inspects vehicle prior to operation and after designated routes for safety purposes; keeps interior of vehicle clean and reports mechanical defects; maintain order among student passengers. Follows established district policies and procedures; maintains daily record of assigned trips and operations.
- Observes the courtesy of the road, driving in a safe and prudent manner as determined by road conditions and weather.
- During non-driving hours, perform various Custodial duties at as sites and district office buildings. Custodial duties include removal of trash and debris, spot mop, spot vacuum, clean and disinfect high touch areas such as horizontal surfaces, door handles, light switches, sinks, counters, tables, chairs, and appliances. Other tasks include coverage of Transportation Dispatch by answering telephones and taking notes for Dispatcher as needed and other related office duties as assigned. Support at school sites as needed with yard duty.
- Perform First Aid/CPR according to established guidelines and procedures.
- Work cooperatively with the transportation department, community, school sites and other staff members.

## **MINIMUM QUALIFICATIONS**

License and Certificates: A valid Class C California Driver's License based upon DMV regulations required; a valid First Aid/CPR certificate and DMV printout. Incumbents are required to pass a pre-employment medical examination. Drivers will be subject to random drug testing.

**EMPLOYMENT STANDARDS**

Training and Experience: Any combination of training and experience that would indicate possession of knowledge, skills, and abilities listed herein. Annual attendance in professional development trainings on Therapeutic Crisis Intervention and in-service training(s).

Knowledge: Knowledge of safe driving laws, regulations and practices; routine vehicle maintenance requirements (pre-trip inspections).

Ability: Ability to understand and follow oral and written instructions; communicate effectively in both oral and written instructions.

**WORKING CONDITIONS**

- Office environment

**PHYSICAL ABILITIES:**

- Physical Effort/Working Environment: Physical effort, which may include extensive sitting and twisting; lift up to 50 pounds or more; some activities that may require full body exertion
- Dexterity of hands and fingers to operate a van or vehicle and climbing in and out of van.
- Speaking and hearing to exchange information in person or on the telephone
- Bending at waist
- Near/far visual acuity/depth perception/ability to adjust vision
- Lift and/or move up to 50 lbs.

Ability to meet the physical requirements necessary to safely and effectively perform the required duties. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the list of duties performed for this position.

Board Approved 04/14/22