



Hawthorne School District

14120 S. Hawthorne Blvd., Hawthorne, CA 90250
(310) 676-2276 FAX (310) 676-5174
E-mail: gmedina@hawthorne.k12.ca.us

CLASSIFIED EMPLOYMENT OPPORTUNITY OPEN

SUBSTITUTE VAN DRIVER

SCHEDULE: ON-CALL-AS-NEEDED

RANGE: \$18.62/Hour

DEADLINE TO APPLY: CONTINUOUS

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Drives a transportation vehicle over assigned routes in accordance with an established time schedule.
- Transports children with special needs and physical handicaps to and from home to school.
- Loads, and secures the students in the seats and unloads them safely at designated stops.
- Maintains the transportation vehicle in a clean and orderly condition and inspects and reports mechanical defects or malfunctions.
- Adheres to policies and procedures in maintaining appropriate student behavior.
- May contact student's parents concerning transportation problems and concerns.
- Completes the daily transportation activity record, including number of students transported, mileage, type of trip and standby time.
- Sweeps, cleans and refuels the transportation vehicle.
- Administers first aid, or calls for assistance in case of serious illness or injury.
- Performs other related duties as required.

QUALIFICATIONS/REQUIREMENTS:

- ✓ One year of experience in the transportation of school children, or the completion of a school bus driver training program.
- ✓ Equivalent to the completion of the twelfth grade. (**Must submit copy of high school diploma or G.E.D.**)
- ✓ Possession of a valid Class C, California Motor Vehicle Operator's License.
- ✓ Condition of employment - Insurability by the District's liability insurance carrier.
- ✓ Must pass a vehicle driving test.
- ✓ **Must submit an original and current California Department of Motor Vehicle's record check.**
- ✓ **Must possess and submit a copy of current certification in completing a Basic First Aid course, including CPR training.**

Persons interested in applying and being interviewed for the position of Van Driver, must submit a completed **Classified Employment Application form, a copy of high school diploma, a copy of First Aid/CPR certificate, and a current DMV record check** to the Hawthorne School District Human Resources Office. A driving test will be given; and oral interviews will be scheduled thereafter. Applications may be obtained by contacting the Classified Personnel Manager, Glinda Medina, at (310) 676-2276 or on the District website at: www.hawthorne.k12.ca.us.

WE RESERVE THE RIGHT TO REOPEN, READVERTISE, DELAY OR CANCEL LISTING OF THIS POSITION

The Hawthorne School District desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Hawthorne School District prohibits employees from discriminating against or harassing any other employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.