OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: COURIER

SALARY LEVEL:	15/17	DIVISION:	Classified
DEPARTMENT:	Transportation	LOCATION:	Garage
REPORTS TO	Transportation Supervisor		
APPROVED BY:	Board of Trustees	DATE:	November 20, 2002

SUMMARY: Under the general supervision of the Transportation Supervisor, this classification is responsible for driving a school vehicle over regular designated routes and / or on special trips in transporting students and as required, other school officials.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other related duties may be assigned.

Obey and follow all pupil transportation rules and regulations as outlined by the district, the Department of Motor Vehicles, and the California Highway Patrol, and maintains valid required certificates.

Drives a school vehicle daily over designated routes in accordance with time schedules, picking up and discharging students. If weather dictates, chains may need to be installed and removed.

Controls loading and unloading of school vehicle to insure safety of passengers.

Maintains good order and administers proper discipline of all passengers while in the vehicle and at bus stops.

May transport students, teachers and other authorized staff members and personnel on field, athletic, and other trips to various locations according to a planned schedule.

Assists in maintaining the vehicle in good operational order by performing a daily inspection as required by law which may include but is not limited to inspecting the windshield, lights, horn, and other equipment including the brakes and emergency exits for any operational defects and cleaning the interior of the vehicle as needed.

Keeps records and reports as required.

Performs other related work as required and assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND / OR EXPERIENCE: High school diploma or general education degree (GED); and / or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating laws pertaining to vehicle driving, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students and individually before parents and other staff members.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to deal with problems involving a few known variables in routine situations. Ability to read a street map. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:
Current California Driver's License
California Department of Motor Vehicles printout of the employee's driving record required

OTHER SKILLS AND ABILITIES: Ability to work on a variety of task with frequent interruption. Ability to interact with students, parents, staff and others in an open, friendly manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to sit, stand, walk, stoop, kneel, and crouch. The employee frequently listens, hears, and talks.

The employee must occasionally lift and / or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to heavy, however due to local traffic conditions it may occasionally be loud. Due to the busy nature of driving a school vehicle, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members and staff members.