

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: WHITE FLEET-STUDENT TRANSPORTATION

BASIC FUNCTION:

Under the direction of an assigned supervisor, drive an assigned District transportation vehicle along designated routes and provide safe and secure transportation for students with physical, medical, educational and emotional handicaps; load, unload and secure handicapped students; monitor student activities and maintain order and discipline on vehicle.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Drive an assigned District transportation vehicle along designated routes and provide safe and secure transportation for students with physical, educational and emotional handicaps; assure adherence to established timelines and schedules.

Operate equipment, including wheelchair lifts, tie downs, seat belts, harnesses and other adaptive equipment as necessary.

Load, unload and secure handicapped students; assure seat belts, harnesses and wheelchair clamps are properly secured.

Communicate with students, instructional aides, teachers and parents regarding special needs for students, bus schedules and other related concerns or questions.

Maintain order and discipline on bus as required; monitor student activities and assure compliance with bus safety procedures; notify administrator of potential problems including unsafe acts or conditions.

Maintain vehicle cleanliness and assist with cleaning the interior of bus or transportation vehicle as assigned; maintain the vehicle in a safe and orderly working condition.

Prepares and maintains records and reports related to assigned activities as required.

Provide basic medical care and first aid to students according to established procedures and policies.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe practices concerning school bus transportation.

Health and safety regulations.

Driving routes for student transportation.

Applicable laws, codes, rules and regulations.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Basic record-keeping techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic first aid/CPR techniques.

ABILITY TO:

Drive an assigned transportation vehicle and provide safe and secure transportation for students with physical, medical, educational and emotional handicaps.
Learn the proper operation of related equipment including a mechanical lift, wheel chairs, seat belts and restraining harnesses.
Load, unload and secure handicapped students.
Learn problems and concerns of students with special needs.
Understand and relate to children with special needs.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Lift students according to established guidelines.
Maintain routine records and reports.
Observe health and safety regulations.
Administer first aid/CPR as required.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and some experience working with children with physical disabilities.

LICENSES AND OTHER REQUIREMENTS:

Valid State driver's license with passenger endorsement.
Valid First Aid and CPR certificates issued by an authorized agency within a designated time period.

WORKING CONDITIONS:**ENVIRONMENT:**

District transportation vehicle and outdoor environment.
Considerable distraction from bus activities.
Seasonal heat and cold and adverse weather conditions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting, standing or walking for extended periods of time.
Dexterity of hands and fingers to operate assigned equipment.
Hearing and speaking to exchange information.
Seeing to monitor students.
Bending at the waist, kneeling or crouching.
Climbing steps.
Lifting, carrying, pushing or pulling moderately heavy objects.

HAZARDS:
Traffic hazards.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017