TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Temporary Vehicle Driver **CLASSIFICATION: Classified**
DEPARTMENT: Transportation **Range: 13**

DESCRIPTION OF POSITION

This position allows a Bus Driver job candidate to receive all required training necessary to obtain a Class B Driver's License, Bus Driver's Certificate, and Medical Examiner's Certificate while rendering services to the District. This is a six-month, temporary position only.

Upon the completion of this position in a six-month period, and obtaining a Class B Driver's License, Bus Driver's Certificate, and Medical Examiner's Certificate, the candidate will automatically be transferred to the position of Bus Driver, as defined by the relevant job description. Pursuant to the Collective Bargaining Agreement, the candidate will undergo a probationary period of six (6) months in a Bus Driver position.

Candidates for this position will transport students in a district vehicle (van, car) to meet home-to-school transportation needs.

DIRECTLY RESPONSIBLE TO:
Transportation Supervisor or designee.

REPRESENTATIVE DUTIES

- Trains/drives for five hours during AM and PM shifts daily. In the event of an emergency, may be asked to drive a midday shift.
- Completes all necessary training to become a school bus driver with a California Department of Education School authorized bus instructor.
- Drives an authorized vehicle within the prescribed route(s) in accordance with time schedules, picking up and releasing students at designated stops.
- Oversees the loading and unloading of students, releasing students to authorized individuals, and assures that all safety precautions are followed.
- Escorts and assists students on and off school district vehicles.
- Conducts safety and operational inspection of assigned vehicles at least twice a day.
- Assures maintenance of the district vehicle to keep it in safe and clean operating condition; reports needed mechanical repairs; services the vehicle with gas and oil; checks tires and battery; cleans windshields and headlights; washes vehicle; follows security precautions.
- Monitors students with special health conditions while in the district vehicle; is aware and alert to any signs of difficulty following prescribed instructions and procedures; administers first aid as needed; and calls for emergency assistance.
- Operates a special vehicle ramp; loads and unloads students in wheelchairs on and off the district vehicle; verifies operational safety of wheelchairs (including safety belts, tires, and brakes); permits only properly functioning wheelchairs on the district vehicle; and secures the wheelchair(s).
- Ensures proper operation of the computerized global positioning system unit assigned to each driver and appropriately operates the mobile radio equipment on the vehicle in order to sustain communication with the Transportation Dispatcher.
- Maintains good order and proper discipline among students on district vehicles. Follows district policies regarding resolving disputes among students, documenting situations that arise in the transportation of students, and disciplining students. Assists supervisor in communication with principals regarding disciplinary issues.
- Develops and maintains appropriate relationships with parents and the public using appropriate interpersonal communication skills at the onset and duration of designated routes.
- Maintains a variety of records as required by law including daily vehicle reports, mileage, routing, maintenance, and cleaning logs.
- Attends professional development opportunities to maintain appropriate licensing, and develops skills necessary to meet student needs.
- Other job duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Valid and appropriate California State Driver's license Class C or higher.
- Safe driving record and two years of driving experience.
- High school diploma or equivalent.
- Safe driving practices sufficient to recognize problems and take safe evasive action.
- Basic understanding of state laws, rules, and regulations pertaining to pupil transportation.
- Knowledge of and understanding of how to apply first-aid practices.
- Sufficient reading skills to understand and give written instructions.
- Sufficient math skills to record vehicle information and make arithmetic calculations.
- Sufficient communication skills to maintain positive relationships within a work team and with students.
- Carry out oral and written directions.
- Ability to work cooperatively with students, parents, and other school personnel.
- Red Cross First Aid Certificate (required for all) and CPR Certificate (if required) or ability to obtain certificate within 3 months. Must maintain and renew certification.

EDUCATION AND CREDENTIALS

- 12 years of education with diploma or GED (General Education Diploma).
- Must maintain a driving record that assures insurability by the District's carrier.

EMPLOYMENT STANDARDS

Knowledge of:

- Safe and defensive driving practices.
- School district geography.
- Basic first aid procedures.
- Basic record keeping and report preparation techniques.
- Interpersonal skills using patience, tact, and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

SKILLS AND ABILITIES

- Read and write at a level sufficient for the performance of assigned duties.
- Understand and carry out oral and written directions.
- Perform detailed work requiring a high level of accuracy.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Schedule and conduct effective instruction and behind-the-wheel training programs for bus drivers.

PHYSICAL REQUIREMENTS

Frequency Key	
None	(1)
Occasional (up to 25% of shift)	(2)
Intermittently (up to 50% of shift)	(3)
Frequently (up to 75% of shift)	(4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	2
Twist	3		Lift/carry 11-25 lbs	3
Squat	3		Lift/carry 26-40 lbs	3
Kneel	3		Lift/carry 41-100 lbs	1
Climb	2		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	3		Sit	4
Extend/Flex Neck	2		Drive	3
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

BOARD APPROVED: 1/16/2024