



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: SPECIAL EDUCATION VAN DRIVER
REPORTS TO: Executive Transportation Officer **SITE:** District Office
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 10.5 Months
SALARY: Range 136 - Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: January 28, 2016

JOB SUMMARY:

Under general supervision, drive a passenger van to transport students to and from school, and activity trips in accordance with established routes, time schedules and district policies and procedures; maintain vehicle in a clean condition; and perform related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Drive a passenger van daily over designated route in accordance with time schedules; operate a two-way radio to maintain communication with dispatcher's office.
2. Pick up and discharge disabled children; oversee the loading and unloading of students; ensure safety belts and harnesses are securely fastened. Inspect passenger van prior to operation for safety purposes; clean windshield and headlights; clean interior and exterior of bus; service bus with fuel and oil; report needed mechanical repairs.
3. Maintain appropriate behavior among students on passenger van; follow district policy regarding student control and contact with parents and the public; resolve disputes, and document and report severe disciplinary problems.
4. Maintain a variety of records including mileage, routing, maintenance and time schedules.
5. Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

EDUCATION/TRAINING EXPERIENCE:

- High school diploma or equivalent.
- Two years of experience operating a motor vehicle; good driving record.

KNOWLEDGE OF:

- Safe driving practices and emergency procedures.
- Provisions of the California Motor Vehicle Code, Education Code, and California Highway Patrol's School Bus Driver's Handbook applicable to the operation of a School Bus and the transportation of children.
- First aid principles and practices.

ABILITY TO:

- Maintain order among students.
- Recognize malfunctions in equipment and take appropriate action.
- Administer first aid to ill or injured students.
- Read a map.
- React with and exercise good judgment, flexibility, and sensitivity to changing situations and emergencies.
- Communicate clearly and concisely, orally and in writing.
- Maintain harmonious relations with school staff and students.

- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Ability to read road signs.
- Ability to hear and monitor traffic conditions, van malfunctions, and other hazards (e.g. grade level train crossing and sirens)..
- Ability to maintain order on van.
- Ability to walk and climb to board van.
- Ability to sit for long periods of time.
- Ability to operate van doors and operating equipment.
- Ability to bend, stoop, kneel and reach to inspect vehicle and clean interior.
- Ability to lift and carry up to 50 lbs.
- Wheelchair van driver must be able to lift occupants weighing up to 85 pounds from wheelchair in case of emergency.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid Class C California Driver's License.
- The following licensing is desirable:
 - Class A or B Commercial Driver's License with School Bus and Passenger Endorsements.
 - California Special School Bus Drivers Certificate.
- Possession of First Aid/CPR certificate.
- Will be subject to pre-employment drug testing and non-D.O.T. random testing after appointment.
- Must be insured and remain insurable by the District's insurance carrier
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on

race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.