

CLASSIFIED JOB DESCRIPTION

PASSENGER VAN DRIVER

JOB SUMMARY:

Under general supervision, operates student transportation vehicles, including vans, that accommodate up to 9 passengers, over designated routes within an established time schedule; transports and supervises pupils/passengers on prescribed route applying safe driving principles in vehicle operation; demonstrates commitment to teamwork, collaboration, and cross-training to provide optimum services for students, staff, and community; and performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Operates student transportation vehicle, including up to 9-passenger van, over scheduled routes.
- Reads and interprets route sheets and maps.
- Maintains student transportation vehicle in safe operating condition through daily inspections of the interior and exterior of the vehicle and cleanliness of windows and interior of vehicle on a daily basis, including sanitation methods, as necessary.
- Is responsible for route accuracy and reporting schedule conflicts.
- Boards and discharges pupils/passengers at designated stops or trip destinations.
- Ensures no remaining pupils/passengers, equipment, and cargo are on board the vehicle after each run or trip destination.
- Monitors and instructs passengers on proper behavior and emergency procedures for riding in the student transportation vehicle, while waiting at stops in accordance with regulations and District policies.
- Implements appropriate action in potential or actual medical and/or other emergency situations in accordance with District procedures, including administering first aid and conducting assigned evacuation drills.
- Assists pupils with disabilities and may be required to lift/assist pupils with mobility limitations.
- Submits and maintains daily routine records and reports, as required, including vehicle condition reports, trip sheets, green mileage sheets, and student counts.
- Fuels (fluids) student transportation vehicle and maintains oil and water levels.
- May operate a hydraulic lift.
- Ensures proper securement of mobility equipment, installation of, and application of Child Safety Restraint Systems (CSRS), and other occupant positioning devices.
- Loads, unloads, and ensures security of equipment/cargo, including storage of wheelchair restraint system.
- Complies with established procedures related to the care and release of special education students to parents and District staff.
- May direct/instruct employees serving as Bus Attendants on assigned routes.
- Communicates and documents records concerning pupil conduct, incidents, and accident reports.
- Attends meetings, training sessions, and workshops, as required.
- Communicates and complies with rules, regulations, laws, and procedures.
- Communicates with pupils, parents, and District staff, as necessary.
- Orients parents, pupils, and school personnel.

- Monitors, conducts, and responds to communications with department staff via two-way radio, assigned cell phones, cubicle messages, postings, and board information.
- Attends and participates in safety meetings, trainings, and programs, as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to maintain proficiency in driving a school van and other District vehicles; evaluate situations and ascertain proper action; report mechanical malfunctions and other problems, as required; maintain vehicle in clean and proper working condition; operate a mechanical lift device; load and unload mobility equipment; install and apply other supportive devices; physically lift, carry, push, and pull up to 40 pounds; administer first aid; understand and carry out both oral and written communications; read and interpret route sheets and street maps; operate a two-way radio; learn and apply District policies and procedures; utilize interpersonal skills which reflect patience, tact, and courtesy; interact effectively and professionally under pressure; exercise good judgment and discretion; and maintain cooperative relationships with those contacted in the course of work.
- Knowledge of the laws and regulations applicable to the operation of vehicles and personnel involved in the transportation of pupils; safe and defensive driving principles and procedures; first aid; requirements and usage of mobility equipment and other supportive devices; and knowledge and ability to use all types of wheelchair securement.
- Must be able to kneel, squat, bend, climb, twist, and safely enter/exit a vehicle, including a school bus through the emergency exits.
- High school diploma or GED required.
- Must have and maintain a satisfactory driving record which ensures maintenance of liability insurance coverage under the District's standards. Must also maintain a negative drug and alcohol test certification and clear fingerprint record.
- Possess an appropriate, valid California Class C driver's license and CPR/first-aid certificate; or meet and maintain the requirements for a valid California School Bus Driver's Certificate with first aid training and DMV Medical Examiner's Certificate.
- Must be willing to obtain and maintain the following documents within one year: California Commercial Driver License Class A or B with "Air Brake" and "Passenger" endorsements, California School Bus Driver Certificate with no limitations (except "Automatic Transmission Only" is acceptable) preferred, or if limited, have capability and agree to upgrading to no limitations (except "Automatic Transmission Only"), and Medical Examiner's Certificate. Must be able to traverse 12½-inch aisles on school buses.

Classified Salary Schedule: Range 22
BOARD APPROVED: 04/14/21
REVISION DATES: 07/18/23
08/09/2023