

STUDENT TRANSPORTATION VAN DRIVER

JOB SUMMARY

Under general supervision, safely drives a school transportation vehicle, such as a district van or other transportation vehicle on an assigned route to transport students and/or staff to and from school, field trips, and other locations as directed, providing supervision and direction to passengers.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the Bus Driver classification such that the Student Transportation Van Driver position will not operate a school bus, and will only be operating vehicles that require a Class C Driver's License.

SUPERVISION RECEIVED AND EXERCISED

The Director of Transportation or other assigned administrator evaluates and provides general supervision to the incumbents in this position. The incumbents receive training from the School Bus Driver Instructor and Delegated Behind the Wheel Trainer. The incumbents do not supervise other employees.

EXAMPLES OF DUTIES- Duties may include, but are not limited to, the following:

- Drives a van or District vehicle over a designated route in accordance with a time schedule and follows assigned schedules and routes to pick up and discharge students only at authorized stops;
- Transports students from general and special education to and from school and other school related activities, supervising pupil conduct during transport to assure safe vehicle operation and enforces District policies and procedures, maintaining discipline on the van;
- Fulfills the specific transportation requirements for students as identified in the Individual Education Plan (IEP) and/or for students with disabilities or medical conditions;
- Operates a lift or ramp to load and unload students in wheelchairs, as required;
- Assists and escorts students on and off the van when they need support;
- Provides first aid or emergency assistance, as needed, and conducts periodic emergency evacuation and safety orientation drills for students and adult passengers;
- Maintains vehicle cleanliness on a daily basis and performs minor vehicle maintenance checks, reporting maintenance needs; services van or other vehicles, such as, but not limited to, washing, waxing, fueling and tires;
- Conduct pre-trip inspections and prepares and submits daily and other reports as required;
- Establishes and maintains effective communication and working relationships with District personnel, parents, and students;
- Participates in District in-service and training programs as required.
- May assist with student supervision on a school bus, as a non-driver, as needed;
- Performs related duties as required.

EMPLOYMENT STANDARDS

Any combination of education and experience equivalent to:

Education:

- Sufficient education and training to successfully and legally perform the duties listed.

Experience:

- Experience driving passengers in a variety of driving, weather and road conditions;
- Work history demonstrating dependability and reliability;
- Safe driving record.

Knowledge of:

- Safe driving practices;
- Provisions of the California Motor Vehicle Code;
- First Aid and CPR;
- Supervision and control of student and adult passengers;
- Basic record-keeping techniques;
- Interpersonal skills, including tact, patience, and courtesy.

Ability to:

- Operate a van safely, exercising safe judgment and extreme caution;
- Safely handle and respond to emergencies that may arise;
- Learn geography and mapping of the school district and other routing areas;
- Assume responsibility for supervising and maintaining order among students.
- Demonstrate an understanding, patient, warm and receptive attitude toward students;
- Understand and carry out oral and written instructions;
- Maintain cooperative working relationships with students, staff, parents, and the general public;
- Maintain strict confidentiality of student information and school business;
- Understand and navigate routing and mapping outlines, guides, and instructions;
- Maintain route time schedules;
- Use two-way radio and communicate by telephone;
- Maintain consistent, punctual, and regular attendance;
- Pass pre-employment and random ongoing drug and alcohol testing.

License & Certificates:

- Possession of a valid class C California Driver's License;
- Must be insurable and maintain Insurability to drive a District vehicle.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this driver category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: The employee’s work environment in this job series consists mainly of a van driving and outdoor environment. Employees drive continuously and may be required to work evening and/or variable hours. There is also exposure to fumes, dust, odors, oil/grease and seasonal heat, cold and adverse weather conditions. While performing the duties of this job, the employee regularly works near moving mechanical parts. Positions are subject to constant interruption and severe time constraints and are in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations. Employees may also work without direct supervision and are responsible for the safety and well-being of passengers. The noise level is loud and employees may have to raise their voice to be heard.

Physical Demands: The physical demands of this position include the ability to enter and exit a van to load and assist students, to evacuate a van in an emergency situation, to tie down wheelchairs and to assist students in wheelchairs on the ramp lift/ramp, all of which may require the lifting of moderately heavy children and/or objects between 60-100 lbs. Drivers also sit for extended periods of time although the employee frequently stands and walks when not driving. Bending at the waist, kneeling or crouching to inspect and wash vans and reaching, pulling and pushing to open van doors are also activities that are required. The employee will frequently bend at the neck and trunk while performing the duties of this job. Incumbents in this position frequently get in and out of the van and may climb ladders/stairs. The ability to reach with hands and arms overhead, above the shoulders or horizontally is required as is the repetitive use of hands to finger, handle, grasp or feel objects, tools, or controls. Seeing to monitor passengers and operate a vehicle include specific vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required are hearing and speaking abilities to exchange information, monitor students and communicate via two-way radio.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	9/25/2023