

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: December 10, 2025
Salary Schedule: 20; Row: 19

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: VAN DRIVER - STUDENT TRANSPORTATION

JOB PURPOSE STATEMENT: Under general supervision of the Director of Maintenance & Operations or Designee operate a school van over designated routes to transport students to and from school or other transition program functions.

JOB FUNCTIONS:

- Operate a district van daily over designated routes in accordance with time schedules, picking up and discharging students.
- Safely assist in loading and unloading children with disabilities as necessary
- Adequately secure students using assigned devices (i.e. harness, wheelchair tiedown, seatbelt, or other seating apparatus).
- Provides seating assistance to students and others with strength and mobility needs.
- Render first aid to passengers on an emergency basis.
- Actively participates in the District's evacuation program.
- Instruct students and staff on proper vehicle behavior and emergency evacuation procedures.
- Assist in maintaining the vehicle in a clean and safe operating condition.
- During times when vehicles are not in use, perform generalized cleaning activities on the district vehicles.
- Performs general mechanical inspection of van prior to driving.
- Fuel vehicle and perform daily routine safety checks.
- Maintain good order among the students on the van, following district policies regarding student discipline.
- Maintain appropriate and professional relationships with parents of student passengers.

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JOB FUNCTIONS (continued):

- Attend staff and safety meetings as required.
- May drive students and/or transport other materials in district vans as deemed appropriate.
- Transport students and staff on other school or district related activities as needed.
- Report all vehicle maintenance and repair needs.
- Maintain daily records and reports including vehicle condition reports and trip sheets.
- Performs other related duties as assigned or needed

JOB QUALIFICATIONS

Knowledge of:

- Safe driving and transporting practices.
- Demonstrated ability to drive a passenger vehicle in a safe, responsible manner.
- Correct English usage, spelling, grammar and punctuation, basic arithmetic, record keeping, letter and report writing
- Basic objectives, goals, District Policies and Procedures, and Administrative Regulations (and in accordance with County, State and Federal regulations and policies, with California Motor Vehicle Code)
- General customer service skills
- Appropriate safety and security precautions, practices, and procedures

Ability to:

- Operate a two-way radio.
- Drive on county roads, freeways and city streets in different weather conditions
- Maintain compliance with applicable provisions of California Motor Vehicle Code and Education Code as related to vehicle driving and transporting of students.
- Meet the requirement of Senate Bill (SB) 88 Pupil Transportation Driver Qualifications
- Drive a van safely and efficiently while keeping to established schedules.
- Maintain order among students, both while driving and at bus stops.
- Recognize malfunctions in equipment and take appropriate action
- Maintain the assigned vehicles in a clean and safe operating condition
- Learn designated van route, including stops and traffic hazards
- Understand, interpret, and carry out oral and written directions

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JOB FUNCTIONS (continued):

- Learn and utilize new and current technologies
- Use independent judgment
- Create clear and comprehensive reports and keep complex records
- Establish and maintain effective working relationships
- Work under pressure, meet deadlines and establish priorities with minimal supervision
- Maintain confidentiality of privileged information
- Provide training and safety direction/instruction
- Operate a variety of equipment in a safe and efficient manner.
- Provide excellent customer service (e.g. assisting students, staff, and general public)

EDUCATION:

- Graduation from high school or equivalent

EXPERIENCE:

- Experience working with students requiring a specialized learning environment

LICENSES, CERTIFICATES, and/or TESTING:

- Valid CA Driver's License
- Evidence of driver insurability during the course of employment
- Valid First Aid Certificate

WORKING CONDITIONS:

Environment:

- Office/school campus
- Subject to frequent interruptions
- Subject to driving a district vehicle to conduct work
- Noise
- Isolation
- Indoor/outdoor

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Hazards:

- Exposure to loud noise, fumes, vapors and dust from equipment operation for prolonged periods of time
- Exposure to aggressive or uncooperative behaviors
- Exposure to adverse weather conditions
- Working in a cramped or restrictive work space
- Uneven terrain and surfaces

PHYSICAL ABILITIES:

- Visual acuity
- Hearing, at approximately 60 decibels, and speaking to exchange information
- Walking/Standing/Sitting for extended periods of time
- Exhibit a full range of motion for shoulders, wrists, elbows, hips, ankles, knees, neck, and back
- Dexterity of hands and fingers to operate specialized tools and equipment
- Mobility
- Bending, stooping and squatting
- Gripping and grasping
- Twisting at waist
- Kneeling, crawling, lie on back
- Climb slopes, stairs, steps, ramps, scaffolding, and ladders
- Work at various elevated heights
- Heavy work: working independently, must be able to lift up to 50 pounds; beyond 50 pounds, team lifting is recommended when feasible. Must be able to push and/or pull up to 100 pounds independently, lift 100 pounds with assistance.

Negotiated: October 21, 2025