

## **Ontario–Montclair School District**

### **CLASS SPECIFICATION**

#### **Car Driver**

#### **GENERAL PURPOSE**

Under general supervision, operates typical passenger vehicles in the transportation of students over designated assignments and routes; washes, sweeps, refuels and performs safety checks and inspections on assigned vehicles; and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

Car Drivers may drive specified routes for the transportation of student(s) assigned to non-public school settings and/or to designated instructional service program locations according to a designated time schedule; picks up and discharges student(s) at residence and school locations.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Operates a passenger vehicle to transport student(s) to and from home, school or other related sites; oversees the loading, seating and unloading of student(s) from passenger vehicles; provides escort/safe passage across streets and roadways; maintains order and enforces District rules for student behavior in passenger vehicles.
2. Assists students with special needs in accessing and departing from passenger vehicles; oversees the loading, seating and unloading of student(s) from passenger vehicles; notifies parents of problem behavior or if students were ill.
3. Performs required maintenance and safety checks and inspections on assigned vehicles; prepares and submits inspection reports; performs minor maintenance, servicing and repairs to District passenger vehicles as needed; refuels and performs equipment checks on assigned vehicles; maintains fuel consumption and mileage records.
4. Recommends route and schedule changes to meet needs; participates in the development of student transportation routes and schedules.

#### **OTHER DUTIES**

1. Performs a variety of clerical duties as related to their assignment.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Safe and defensive driving practices.
2. Applicable traffic and student transportation laws, codes and regulations.
3. Basic record-keeping techniques.
4. Interpersonal skills using tact, patience and courtesy.
5. Applicable sections of the State Education Code and other applicable laws.

**Ability to:**

1. Skillfully operate a passenger vehicle over designated routes.
2. Maintain safe discipline among student(s).
3. Learn and apply District policies and procedures related to student discipline. .
4. Observe legal and defensive driving practices.
5. Learn and follow designated routes and time schedules.
6. Read and interpret maps.
7. Demonstrate safe driving record.
8. Conduct safety inspections and perform routine preventive maintenance.
9. Maintain routine records.
10. Understand and follow oral and written directions.
11. Communicate effectively with others.
12. Establish and maintain effective working relationships with District management, staff, parents, students and others encountered in the course of work.

**Education, Training and Experience:**

Graduation from high school or G.E.D. equivalent; recent experience which evidences knowledge and ability to perform the tasks included in the above examples.

**Licenses; Certificates; Special Requirements:**

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is frequently required to stand and walk; sit; talk, in person and by telephone; hear conversations, in person and by telephone, and equipment warnings; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to kneel, stoop, bend, climb or balance; and lift up to 50 pounds.

Specific vision abilities required include close vision, color vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or new skills; and interact with District management, staff and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly exposed to outdoor weather conditions and works near moving mechanical parts. The employee is occasionally exposed to fumes, toxic or caustic chemicals. The employee frequently operates a passenger vehicle in road traffic conditions. The noise level is occasionally noisy.

Board approved 10/2/2008