Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: SCHOOL VAN DRIVER

Classification:	Classified	Work Year:	ATU Contract
Department:	Transportation		
Reports To:	Transportation Supervisor	Board Approval:	01/17/2013
Salary Range:	Transportation Hourly Wage Schedule		

BASIC FUNCTION:
The job of School Van Driver is done for the purpose(s) of transporting students in a passenger van over assigned routes; ensuring vehicle operation is in a safe operating condition; and ensuring safety of students during transport, loading and unloading from van.

DISTINGUISHING CHARACTERISTICS:
Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget.

REPRESENTATIVE DUTIES:

- Drives school van for the purpose of transporting students over scheduled routes and to/from school in a safe and timely manner;
- Drive designated route(s) and learns all stops and traffic hazards;
- Assists students and other passengers for the purpose of providing safe loading and unloading from van including both emergency situations (including van evacuations) and normal transport;
- Supervises students during transit for the purpose of maintaining safety and following district policy;
- Reports incidents that affect the safety of students to Transportation Supervisor;
- Informs school personnel, parents, etc. of practices and incidents (e.g. rules, regulations, laws, procedures, etc.) for the purpose of providing information for follow-up action and/or proper procedures;
- Using prescribed checklist inspects for the purpose of ensuring the safe operating condition of the vehicle and reporting mechanical defects if noted;
- Maintains assigned van, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of vehicle;
- Prepares documentation (e.g. incident reports, inspections, passenger misconduct, mileage, etc.) for the purpose of providing written support and/or conveying information;
- Attends safety meetings, trainings, etc. for the purpose of maintaining skills and meeting district requirements;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities;
- Ensure orderly student conduct.
- Other duties as assigned.

REQUIRED TESTING:

- Pre-Employment Drug Screening
- Random drug and alcohol testing
- Pre-Placement Medical Exam

LICENSES AND OTHER REQUIREMENTS:

- High School Diploma or equivalent
- Valid CA Driver's License
- Evidence of insurability
- First Aid Certificate
- Criminal Justice/Fingerprint Clearance
- Tuberculosis Clearance
- All other legal requirements by law or regulation

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Safe driving practices
- Provisions of the California Vehicle Code, Administrative Code, and Education Code applicable to the operations of vehicles in transporting students.
- Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routing documents, and speak clearly; and analyze situations to define issues and draw conclusions.
- Specific knowledge required to satisfactorily perform the functions of the job includes; safe driving practices; van maintenance and repair.
- Procedure for correctly securing car seats and installing child restraint systems.
- Student management techniques and the special needs of students.

SKILLS:

- Skills are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Specific skills required to satisfactorily perform the functions of the job include: operating school vans; administering first aid; preparing and maintaining accurate records.
- Relate positively to children with special needs.

ABILITY TO:

- Schedule activities; collate data; and consider a number of factors when using equipment;
- Work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods;
- Work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment;
- Problem solve independently to analyze issues and create action plans;
- Problem solve with data that requires following prescribed guidelines; and problem solving with equipment is moderate;
- Satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality, meeting deadlines and schedule; and working as part of a team;
- Understand and carry out oral and written instructions;
- Work cooperatively with others.

WORKING CONDITIONS:

ENVIRONMENT:

- Sitting 70%
- Walking 15%
- Standing 15%
- Some noise and temperature variations
- Some hazardous conditions

PHYSICAL ABILITIES:

- Occasional lifting, carrying pushing, and/or pulling of heavy objects up to 50 pounds
- Some stooping, kneeling, crouching and/or crawling
- Significant fine finger and hand dexterity
- Sitting for extended periods of time when operating a transportation vehicle