**Memorandum of Understanding**

**Travis Unified School District**

**And**

**California School Employees Association, Travis Chapter No. 454**

**Job Description: Vehicle Driver (NEW)**

This **updated** Memorandum of Understanding (MOU) is entered into on February 2, 2026, by and between the Travis Unified School District (District) and California School Employees Association and it's Travis Chapter No. 454 (CSEA) to address **revisions** to the new job description, Vehicle Driver (**Attached**). This position is being added to transport students using other district vehicles, not including a school bus. This position could be assigned a regular route or special field trip with less than 10 students, including small athletic teams i.e. Tennis/Golf. It does not require passenger endorsement.

The parties agree with the following for the new job description:

1. District and CSEA agree to the new job description and title of Vehicle Driver.
2. District and CSEA agree that this position is vacant and will be posted in accordance with Contract.
3. District and CSEA agree to Salary placement at Range **13**.
4. The new job description will not be fully approved until ratified by the parties.
5. This is a non-precedent setting MOU.

**Dated: February 2, 2026**

**Vincent Ruiz**
**Assistant Superintendent, Human Resources**

Nadine Patterson 2/2/2026

**Nadine Patterson**
**President, CSEA Chapter 454**

Shawana Grace

**Shawana Grace**
**Labor Relations Representative, CSEA**

TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

**TITLE: Vehicle Driver**
**DEPARTMENT: Transportation**

**CLASSIFICATION: Classified**
**Range: 13**

**DESCRIPTION OF POSITION**

The Vehicle Driver is responsible for transporting students—including pre-school and special education students—using District vehicles that require a valid Class C driver's license. Drivers may be assigned regular routes, or special trips. This role ensures the safe, timely, and courteous transportation of students while adhering to District and State policies and procedures.

**DIRECTLY RESPONSIBLE TO:**
Transportation Supervisor or designee.

**REPRESENTATIVE DUTIES**

- Operates a District-provided van, car, or small passenger vehicle to transport students to and from school, field trips, and other approved locations.
- Transports primarily special education students and provides necessary assistance.
- Escorts students on and off the vehicle and across streets when necessary.
- Secures seat belts, safety restraints, and utilizes wheelchair lifts and securement systems properly.
- Assists students requiring mobility support or special seating apparatus.
- Escorts and lifts students in and out of vehicles as necessary.
- Maintains order and proper behavior on board, issues disciplinary citations, and communicates behavior issues to parents or appropriate party.
- Conducts daily safety and operational inspections of assigned vehicles before use.
- Conducts end-of-day safety and security checks to ensure no students are left unattended in vehicles.
- Cleans vehicle interiors and exteriors, removing debris and maintaining hygiene standards.
- Reports mechanical issues, safety hazards, and any incidents involving students or the vehicle.
- Attends required safety meetings and participates in driver training programs.
- Maintains accurate logs, timesheets, and required records in compliance with State and District requirements.
- Ensures compliance with California SB 88 requirements, including safety inspections, fire extinguisher availability in vans, passenger limits, and adherence to CHP-approved vehicle safety standards.
- Complies with initial and random drug and alcohol testing policies and maintains a clean testing record.
- Drives ~~for up to five hours~~ during AM and PM shifts daily. In the event of an emergency, may be asked to drive a midday shift.
- Oversees the loading and unloading of students, releasing students to authorized individuals, and assures that all safety precautions are followed.
- Monitors students with special health conditions while in the district vehicle; is aware and alert to any signs of difficulty following prescribed instructions and procedures; administers first aid as needed; and calls for emergency assistance.
- Operates a special vehicle ramp; loads and unloads students in wheelchairs on and off the district vehicle; verifies operational safety of wheelchairs (including safety belts, tires, and brakes); permits only properly functioning wheelchairs on the district vehicle; and secures the wheelchair(s).
- Ensures proper operation of the computerized global positioning system unit assigned to each driver and appropriately operates the mobile radio equipment on the vehicle in order to sustain communication with the Transportation Dispatcher.
- Maintains good order and proper discipline among students on district vehicles. Follows district policies regarding resolving disputes among students, documenting situations that arise in the transportation of students, and disciplining students. Assist s supervisor in communication with principals regarding disciplinary issues.
- Develops and maintains appropriate relationships with parents and the public using appropriate interpersonal communication skills at the onset and duration of designated routes.

- Attends professional development opportunities to maintain appropriate licensing, and develops skills necessary to meet student needs.
- Other job duties as assigned.

## MINIMUM QUALIFICATIONS

**Knowledge of:**

- Valid Class C California Driver's License (or equivalent).
- Acceptable driving record in accordance with District standards.
- Minimum of 1 year of driving experience with the appropriate license class.
- Ability to learn and implement safety protocols and special transportation procedures.
- Must adhere to all requirements of Ed Code 39875(d) and California SB 88 requirements governing school pupil activity buses, including annual CHP inspections and vehicle operation restrictions.
- Physical capacity to lift and assist students, operate mobility devices, and perform vehicle checks.
- Excellent interpersonal and communication skills, especially with children and parents.
- Strong commitment to student safety and confidentiality.
- Ability to obtain First Aid Certification, possess a DOT medical, and pass a strength and agility test.
- Performs related duties as required.
- Safe driving practices sufficient to recognize problems and take safe evasive action.
- Basic understanding of state laws, rules, and regulations pertaining to pupil transportation.
- Sufficient reading skills to understand and give written instructions.
- Sufficient math skills to record vehicle information and make arithmetic calculations.
- Carry out oral and written directions.

## EDUCATION AND CREDENTIALS

- 12 years of education with diploma or GED (General Education Diploma).
- Must maintain a driving record that assures insurability by the District's carrier.

## EMPLOYMENT STANDARDS

**Knowledge of:**

- Safe and defensive driving practices.
- School district geography.
- Basic record keeping and report preparation techniques.
- Interpersonal skills using patience, tact, and courtesy.
- Health and safety regulations.

## SKILLS AND ABILITIES

- Read and write at a level sufficient for the performance of assigned duties.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**PHYSICAL REQUIREMENTS**

| Frequency Key | |
|---|---|
| None | (1) |
| Occasional (up to 25% of shift) | (2) |
| Intermittently (up to 50% of shift) | (3) |
| Frequently (up to 75% of shift) | (4) |

| Activity | Frequency | | Activity | Frequency |
|---|---|---|---|---|
| Bend | 3 | | Lift/carry 0-10 lbs | 2 |
| Twist | 3 | | Lift/carry 11-25 lbs | 3 |
| Squat | 2 | | Lift/carry 26-40 lbs | 3 |
| Kneel | 2 | | Lift/carry 41-100 lbs | 1 |
| Climb | 4 | | Stand | 2 |
| Reach above shoulder | 2 | | Walk | 2 |
| Grip/Grasp | 3 | | Sit | 4 |
| Extend/Flex Neck | 2 | | Drive | 4 |
| Use Right Hand | 4 | | Perform Repetitive Hand Motions | 4 |
| Use Left Hand | 4 | | Keyboarding/Mouse Work | 2 |
| Ability to See | 4 | | Ability to Hear | 4 |

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

BOARD APPROVED: