NATOMAS UNIFIED SCHOOL DISTRICT — POSITION DESCRIPTION

Position: Van Driver	FLSA: Non-exempt
Department: Transportation	Salary Grade: Range 5
Reports to: Director of Transportation or Designee	

OVERALL OBJECTIVE AND SUMMARY

Under the direction of the Director of Transportation or designee, safely transports general education and/or special education students to and from school, school-related activities, and District programs using District-owned passenger vans or other non-bus vehicles. Ensures the safe operation, inspection, and cleanliness of assigned vehicles; maintains order and safety of passengers; complies with all applicable federal, state, and local laws, regulations, and District policies, including California Vehicle Code, Education Code, Title 13 CCR, CHP, and SB 88 requirements; and supports the overall mission of the Transportation Department to provide safe, effective, and efficient student transportation services. Advancement opportunities exist beyond Van Driver, as incumbents may take additional training, develop special competencies and become school bus drivers, authorized and certified in behind-the-wheel training, instructing, dispatching, or route analysis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates District-owned passenger vans and other authorized vehicles to transport students safely and efficiently over assigned routes, to and from school, and to District-approved activities and field trips.
- Conducts required pre-trip, en-route, and post-trip vehicle inspections in accordance with District procedures, CHP regulations, and SB 88 requirements; documents and reports vehicle defects, safety concerns, or maintenance needs promptly.
- Maintains order and discipline among passengers; monitors student behavior during transport and ensures compliance with District rules, safety procedures, and applicable laws.
- Assists students with boarding and exiting vehicles, including securing seat belts, child safety restraints, safety vests, wheelchairs, and mobility devices, as required.
- Escorts students across streets or parking areas when required to ensure student safety.
- Provides basic first aid and emergency assistance to students in accordance with District protocols and training.
- Responds appropriately to accidents, incidents, medical situations, behavioral issues, or emergency conditions; follows established emergency procedures and completes required reports.
- Communicates effectively with dispatch, supervisors, school staff, parents/guardians, and other District personnel regarding routes, schedules, student needs, incidents, and service concerns.
- Maintains accurate documentation, including mileage logs, inspection reports, incident/accident reports, student conduct reports, and other records required by District, CHP, or regulatory agencies.
- Maintains assigned vehicles in a clean and sanitary condition, both interior and exterior.
- Attends mandatory meetings, safety briefings, and training to maintain required certifications and remain current with District procedures and state and federal regulations.
- Perform various transportation and/or fleet related duties during non-driving hours.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- California Vehicle Code, Education Code, Title 13 CCR, CHP regulations, and SB 88 requirements related to student transportation.
- Safe driving practices and defensive driving techniques.
- Student behavior management and basic crisis prevention strategies.
- Proper use of seat belts, child safety restraints, safety vests, wheelchairs, lifts, and securement systems.
- Emergency response procedures, including evacuation and first aid.
- Two-way radio and basic communication systems.
- Health, safety, and sanitation standards applicable to student transportation.

Ability to:

- Operate passenger vans safely in varied traffic and weather conditions.
- Maintain order and ensure student safety at all times.
- Exercise sound judgment and respond calmly in emergency or high-stress situations.
- Communicate clearly and professionally, both orally and in writing.
- Follow written and oral instructions, policies, and procedures.
- Maintain accurate records and complete required documentation.
- Establish and maintain cooperative and effective working relationships.
- Work independently with minimal supervision.
- Maintain consistent, punctual, and regular attendance.

PHYSICAL ABILITIES

This position requires:

- Sitting for extended periods while operating a vehicle.
- Walking, standing, bending, kneeling, crouching, and climbing steps as required.
- Hearing and speaking to exchange information in person and via radio.
- Vision to operate vehicles safely and monitor student activities.
- Push, pull, lift, and carry equipment and supplies.
- Assist students with mobility needs, including lifting or carrying up to 50 pounds.
- Maintain balance while the vehicle is in motion.
- Work outdoors in varying weather and temperature conditions.

EDUCATION AND EXPERIENCE

High School diploma or the equivalent is required. Training and/or experience working with students with special needs is desired.

LICENSES AND CERTIFICATES

Requires:

- Valid California Class C Noncommercial Driver's License appropriate for assigned vehicle
- Current First Aid and CPR certification
- In accordance with federal and state laws and regulations and District policy, position incumbents must meet all requirements of periodic physical examinations and current Federal Department of Transportation mandated and random drug and alcohol testing programs.

EFgH

- Successful completion of a District approved defensive driving safety training, in accordance with SB88
- Within 12 months of hire, we encourage, but do not require, van drivers to obtain training for a commercial class B license with passenger and airbrake endorsements and a Special Driving Certificate to drive a Type 1 school bus with air brakes and an automatic transmission. This includes the successful completion of classroom instruction related to skills, regulations, and safety requirements for driving a school bus and successful completion of instruction behind the wheel of a school bus, in alignment with Education Code 40082.

Board Adopted: July 22, 2026