



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>VAN DRIVER – STUDENT TRANSPORTATION</u>			
DEPARTMENT/SITE:	Transportation	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	17 per 2020/2021 Schedule
		WORK YEAR:	11 Months (208 Days)
REPORTS TO:	Transportation Operations Supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the supervision of the Transportation Operations Supervisor, drive a car or van to transport students safely and efficiently to an assigned location on a designated route; provide safe and secure transportation for students with physical, medical, educational, and emotional needs; load, unload and secure special needs students; perform regular safety inspections. The incumbents in this classification assist in providing students with transportation services which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following list of functions, duties and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

Drive a car or van to transport students safely and efficiently to an assigned location on a designated route and in accordance with time schedules; load, unload and secure students with disabilities; ensure seat belts, seat belt locks, child safety seats, safety vests, doors, windows, and wheelchairs are properly secured.

Assist and communicate with the Credentialed School Nurse and Bus Attendants during designated route; make stops as needed to assist Credentialed School Nurse with specialized student needs.

Maintain order and manage behavior among passengers in the vehicle and while waiting at bus stops in accordance with policies related to disciplining students; submit written referrals, when appropriate.

Observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes, and regulations.

Determine appropriate action in emergency situations according to established guidelines and State laws; administer CPR/first aid to passengers as needed.

Operate a two-way radio to communicate with the home base and/or other drivers.

Conduct daily inspections of assigned vehicle (fuel, oil, fluid levels, and safety equipment) to assure a clean and safe operational condition; refuel, service and prepare vehicle for operation; wash, as appropriate, sweep and clean vehicle as needed.

Evacuate vehicle in safe and timely manner when necessary and conduct van evacuation drills, as required.

Prepare related logs and reports as necessary.

Report all citations and accidents; complete required documentation to provide information for follow-up action and/or proper procedures.

Attend scheduled safety meetings and programs as assigned.

Assist School Bus Drivers, as needed; assist in the Transportation office with clerical duties, as time permits.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Applicable traffic and student transportation laws, codes, and regulations.

Proper operations of assigned vehicle.

Safe and defensive driving practices.

Safe and secure transportation for students with physical, medical, educational, and emotional needs.

Learn the proper operation of seat belts, seat belt locks, child safety seats, and safety vests.

Load, unload, and secure students with disabilities.

General practices, procedures and techniques involved in the identification, treatment, and resolution of health problems.

Basic record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations.

Oral and written communication skills.

ABILITY TO:

Operate a motor vehicle, safely and efficiently under hazardous and stressful conditions.

Observe legal and defensive driving practices.

Lift and/or move students according to established guidelines.

Maintain a safe discipline level among passengers.

Relate positively to children with special needs.

Administer CPR/first aid.

Maintain up-to-date CPR and first aid certificates.

Log accurate records.

Establish and maintain cooperative work relationships.

Understand and carry out oral and written instructions.

Make common sense decisions in potentially critical situations.

Communicate effectively with others.

Meet schedules and timelines.

Operate a two-way radio.

Continually upgrade driving skills.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or equivalent and prior record of safe driving experience and successful interaction with children, especially children with disabilities. Work experience in an educational setting is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid Driver's License and evidence of insurability.

Valid certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and a certified

Possession of a current certificate in infant, child and adult cardio-pulmonary resuscitation (CPR) and

First Aid card is required. Maintain up-to-date certificates in CPR and first aid.

WORKING CONDITIONS:

ENVIRONMENT:

School bus and outdoor environment.

Driving a vehicle to conduct work.

Seasonal extreme heat and cold or adverse weather conditions.

Exposure to fumes, dust, odors, oil/grease, and gases.

Evening or variable hours.

PHYSICAL DEMANDS:

Sitting for extended periods of time while operating a car or van.

Seeing to monitor passengers and operate a vehicle.

Hearing and speaking to exchange information.

Reaching, pulling, and pushing to open doors.

Bending at the waist, kneeling, or crouching to inspect and wash vehicles.

Reaching overhead, above the shoulders or horizontally.

Regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and

occasionally lift and/or move more than 100 with assistance.

NOTE:

Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing.

HAZARDS:

Traffic hazards.

Potential exposure to communicable diseases and contact with blood and other body fluids.

Potential exposure to physical injury from aggressive behavior.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

G.B. 07/07/15; P.C. 07/16/15 (New)

07/23 Revised (EH&A / MGT Consulting) PC:06/23 GB:06/23