



PITTSBURG UNIFIED SCHOOL DISTRICT

Transportation Vehicle Driver

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision this position drives a District vehicle transporting students as assigned and performs a variety of tasks relative to assigned areas of responsibility. This position is intended to serve as the entry level position in the School Bus Driver Series. Persons hired in the position of Transportation Vehicle Driver may be in training for the duties of Bus Driver; but they need not be pursuing certification as a Bus Driver in order to qualify for employment in this position.

DISTINGUISHING CHARACTERISTICS:

(Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

EXAMPLES OF DUTIES:

- Performs safety check on vehicle: identifies, detects and records on the appropriate form.
- Safely drives vehicle on designated route(s) according to established time schedule.
- Maintains cleanliness of vehicle inside and out.
- Assures that all passengers use proper safety equipment and seat belts at all times.
- Conducts vehicle evacuation drills and assures student safety during evacuation.
- Receives training and instruction, understands and is proficient on the rules, safety regulations and procedures of managing and transporting students.
- Maintains mileage and fueling records for assigned vehicle.
- Learns and adheres to the laws and regulations pertaining to student transportation.
- Assists children with special needs as necessary at pickup, in transit and upon arrival.
- Operates mobile radio and/or cellular phone.
- Obeys all traffic laws.
- Maintains appropriate student discipline/activities while they are in the vehicle, loading and unloading from the vehicle. Reports undisciplined students to the proper authority.
- Notifies the proper authorities in case of mechanical failure or unanticipated late arrival of vehicle.
- Discharges students only at authorized stops and/or to authorized persons.
- Transports only authorized students.
- Reports all accidents and completes required reports per rules and regulations.
- Performs related duties as assigned.

MINIMUM REQUIREMENTS:

Knowledge Of:

- Safe driving practices.
- Provisions of the California State Motor Vehicle Code and Education Code applicable to the operation of transporting students.
- Local, State, and Federal traffic laws and regulations pertaining to school bus drivers and transporting students.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy. Managing student behaviors while transporting students.

Ability To:

- Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.
- Attend mandated in-service training annually including Crises Prevention and Intervention training (CPI), Sexual Harassment Training, Child Abuse Prevention Training, and other pertinent annual training as required.
- Read, write, speak and hear in English in order to read operations and instruction manuals, write reports and communicate.
- Ability to work with physically dependent students, and deal effectively with their needs in a crisis or emergency situation.
- Learn designated bus routes including stops and traffic hazards.
- Maintain accurate and complete records.
- Maintain orderly conduct of students in the vehicle.
- Establish and maintain positive relationships with students and their parents.
- Establish and maintain a cooperative and effective working relationship with other drivers and school personnel.
- Analyze situations accurately and adopt an effective course of action.
- Observe legal and defensive driving practices.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. These characteristics must also be met by candidates for hire and, upon completing the required training and certifications, their ability to perform the essential functions of the Job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Training & Experience:

Any combination of training, experience, and/or education equivalent to: graduation from high school and two years of licensed driving experience.

LICENSES AND OTHER REQUIREMENTS:

- Obtain and maintain a valid California Class C Driver's License.
- Successfully pass the District's student safety and safe driving training prior to transporting students.
- First Aid / CPR Certification

Physical Requirements:**Frequent:**

- Sitting for extended periods of time when operating a transportation vehicle.
- Grasping, clutching, handling, manipulating with hands and fingers to perform work and operate equipment. Seeing to drive, read, and write reports.
- Hearing within required range and speaking to exchange information.

Occasional:

- Walking, bending, stooping, crawling, climbing and stepping up/down to inspect on and under a vehicle and/or to assist students as necessary.
- Reaching overhead, above the shoulders and horizontally to operate equipment. Occasional lifting, carrying, pushing and/or pulling up to 50 pounds is required. Occasional operation of vehicle during inclement weather is required.
- Occasional assistance with students in entering and exiting the vehicle; handling wheelchairs.
- All drivers must have the physical ability to assist in the evacuation and in-vehicle safety of K-12 students.

HAZARDS:

- Driving vehicle in traffic, on highways; road noise; moving parts on vehicles.

OTHER QUALIFICATIONS:

- Must successfully pass the District's pre-employment fingerprinting and TB testing.
- Stand, stoop, walk, climb, bend, twist, kneel, and crawl for extended periods of time
- Lift and carry 60 pounds
- Adequate hearing to talk on the telephone/radio and safely communicate in the working environment
- Adequate sight or corrected vision for the purpose of reading laws, codes, rules, policies, blueprints, schematics, specifications, and other printed matter

TERMS OF EMPLOYMENT:

Work Year: 10 Months/195 Days

Salary: Classified – Range 30

Board Approved: May 23, 2018