

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: VAN DRIVER

DEPARTMENT: TRANSPORTATION

REPORTS TO: DIRECTOR OF TRANSPORTATION

DEFINITION:

Under general supervision of the Director of Transportation, to operate a school van over designated routes within an established time schedule; to transport students to and from school and on special event trips; and to do other related work as required.

EXAMPLES OF DUTIES:

- Drives an assigned route on a daily basis as scheduled by the Director of Transportation.
- Transports children to and from school.
- Loads and unloads students safely at designated stops and on activity trips.
- Participates in implementing student safety and pupil transportation vehicle evacuation drills.
- Maintains van in a clean and orderly condition, and inspects and reports any mechanical defects or malfunctions.
- Adheres to policies and procedures in maintaining appropriate student behavior.
- Completes the activity record, including number of students transported, mileage, and type of trip and standby time.
- Sweeps and cleans vans.
- Maintains current route data information in their assigned route book.
- May transport children with special learning needs and physical handicaps.
- Administers first aid as required, and contacts appropriate administrators in case of any injury or serious illness.
- Check and maintain safety equipment.
- Other related duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

- Safe driving practices and techniques.
- Tehama County roads and freeways.
- Basic first aid procedures and methods and location of safety equipment.
- Safety and maintenance requirements of vans.
- District policies and procedures relating to student transportation

ABILITY TO:

- Drive a school van safely and efficiently.

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- Maintain appropriate student behavior on a school van.
- Perform appropriately in situations requiring tact and diplomacy.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with fellow staff and students.
- Demonstrate good judgment in the performance of duties.
- Participate in safety and evacuation drills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Persons performing service in this position classification May exert up to 60 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves operating a student transportation vehicle, sitting during much of the assignment, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
- Sufficient mobility to climb in and out of school vans and emergency exits and to maneuver students into and out of vans.

ENVIRONMENT:

- Work environment – indoors and outdoors
- Temperate – normal climate; occasional adverse weather conditions.
- Chemical exposure – diesel fuel, unleaded fuel, soap and cleaning solutions.
- Noise/Vibrations – high level of noise involving students. Road vibrations while operating the van.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

EXPERIENCE:

One year of experience in the transportation of school children.

EDUCATION:

Equivalent to completion of high school.

LICENSE AND CERTIFICATE REQUIREMENTS

- Possession of a valid California Driver License.
- CPR/First Aid Certification