

VAN DRIVER-Student Transportation

JOB SUMMARY

Under the supervision of the Transportation Operations Supervisor, drive vans or cars to transport students safely and efficiently to an assigned location on a designated route; provide safe and secure transportation for students who may have physical, medical, educational and emotional needs; load, unload and secure special needs students; perform regular daily safety inspections and regular cleaning of vehicles.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Van Driver-Student Transportation may perform any combination of the following:

- Drive vans or cars to transport students safely and efficiently to an assigned location on a designated route.
- Instructs, directs and observes students and enforces rules and regulations to ensure student safety and proper behavior.
- Verifies passes for the purpose of ascertaining ridership privileges.
- Assists students in boarding and exiting vans and cars, including emergency situations.
- Inspects and maintains assigned vans and cars (i.e. brake system, oil levels, coolant levels, tire pressure) to ensure vehicle is operating safely.
- Documents daily logs and reports, records, accident reports, field trip records to provide documentation of student safety or other concerns, time worked and equipment maintenance.
- Participates in ongoing training as needed to keep current with laws and regulations related to transporting students by van or car.
- Operates, as assigned, specialized vans that accommodate wheelchairs and equipment needed for students with disabilities.
- May administer first aid in accordance with established procedures to provide appropriate care for injured or ill students or staff.
- Recommends procedures to parents, administration, management for the purpose of formalizing policies or actions required.
- Cleans interior and exterior of the van or car, including windows, mirrors, seats, floors, ceilings, etc. to maintain the vehicle's appearance, sanitation and safety standards.
- Assumes responsibilities of van and car drivers for the purpose of providing relief (i.e. vacation, absences) and ensuring that student transportation services are on schedule.
- Communicates with parents and guardians of students to inform them of schedule changes.
- Perform other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Safe driving practices
- California Motor Vehicle Code and Education Code sections applicable to student transportation
- District streets and locations
- Basic preventive maintenance of District vehicles
- Emergency evacuation techniques for regular and special education students, including the medically fragile

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- CPR and basic first aid
- Two-way radio communication techniques and safe practices for cleaning spills
- Basic computer skills to send and receive e-mail messages and to research and print information, such as maps and directions
- Basic record-keeping and report preparation skills.

ABILITY TO:

- Drive a van or car safely and effectively, observing legal and defensive driving practices
- Maintain discipline of students
- Understand and follow oral and written directions
- Read, interpret and follow rules, regulations, policies and procedures
- Meet schedules and time lines
- Establish and maintain effective working relationships with others
- Communicate with courtesy, diplomacy and tact
- Maintain records and prepare reports
- Read and follow road map directions
- Operate vehicle emergency equipment
- Operate a two-way communication radio

EDUCATION AND EXPERIENCE

Prior record of safe driving experience and successful interaction with children, especially children with disabilities. Work experience in an educational setting is preferred.

DISTINGUISHING CHARACTERISTICS

The Van Driver is a classification within the Transportation series. Positions in this series transport and monitor students to and from school and on field trips.

The **Van Driver** drives a van or other non-commercial vehicle to transport students. Individuals employed in this capacity will work limited-term assignments while enrolled in the district's School Bus Driver Training Program. The no-cost, unpaid training program includes classroom and behind-the-wheel instruction and is offered to individuals interested in becoming a School Bus Driver. Individuals enrolled in the training program will have the option to work in a limited-term capacity as a Van Driver while completing the School Bus Driver Training Program and subsequent licensure process needed to be employed as a School Bus Driver.

Differentiation between Van Driver and positions above and below are distinguished as follows:

The **School Bus Driver** drives a school bus to transport students. The job requires California certifications and licensing to drive a school bus.

The **School Bus Attendant** assists in the loading, unloading, care and supervision of special education students.

CLASSIFIED

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REQUIRED TESTING

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

CERTIFICATES

Valid California driver license.

Valid Adult CPR and First Aid certifications.

CONTINUING EDUCATION/TRAINING

Maintenance of valid California driver license and Adult CPR and First Aid certifications.

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Occasionally	Walking, standing, stooping/bending, squatting/crouching, climbing/balancing, kneeling, pushing/pulling, fingering/fine manipulation, reaching above or at shoulder, and lifting up to 50 lbs. when assisting students, wheelchairs; carrying up to 10 lbs. at a distance of 100 ft.
Frequently	Twisting back, neck flexion/rotation, handling/simple grasping
Continuously	Sitting, power/firm grasping, reaching below shoulder, using hand and foot controls

In an emergency situation, the Van Driver must be able to get all students to safety. This may involve lifting, dragging, or carrying a student.

AUDITORY OR VISUAL REQUIREMENTS

Must be able to hear traffic signals/alarms, student voices, two-way radio. Must be able to see near, distant, color and depth.

ENVIRONMENTAL CONDITIONS

Work involves driving a van or car; subject to disciplining students while driving, potential traffic hazards, exposure to dust, gas or fumes, exposure to van or car vibration, exposure to body fluids of students and occasional adverse weather conditions.