

COALINGA-HURON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

School Van Driver

Classified Position

Department: Transportation

Report to: Director of Transportation
Services

Salary: Range 4

Work Days: 193 Days

Overtime Status: Non-Exempt

BRIEF DESCRIPTION OF RESPONSIBILITIES

The Student Van Driver will drive a District provided van to transport students for home-to-school transportation.

MAJOR DUTIES AND RESPONSIBILITIES

- Drive a van on designated routes according to established or assigned time schedules. Assist as needed and/or required to ensure all students are taken care of.
- Perform prescribed and mandated pre-trip and post-trip inspections to ensure the safe operating condition of the vehicle.
- Supervise the orderly and safe loading and unloading of students. Ensure special students are properly secured in the vehicle at all times according to law, policy, and guidelines.
- Perform first aid according to established guidelines and procedures.
- Provide safety and vehicle evacuation instruction to students and staff on the vehicle, in the classroom or as designated. Conduct emergency evacuation drills. Evacuate the vehicle in an emergency, ensuring every student is safe at all times.
- Maintain accurate records and information.
- Attend events such as, but not limited to, unit meetings, in-service and classroom training
- Maintain regular and punctual attendance to fully meet work responsibilities.
- Perform other related duties as assigned.
- Assist in custodial or grounds activities as assigned by the position.

MINIMUM QUALIFICATIONS:

- First Aid training (Red Cross) (Will Train)
- Must be 25 years or older
- CA Driver's License with a clean driving record
- NON-DOT Drug testing
- Work authorization: United States
- GED or High school diploma

Working Conditions

Environment:

- School van and outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Morning, afternoon, or variable hours.
- Exposure to fumes, dust, odors, oil/grease, and gases.
- Driving a vehicle to conduct work.

Physical Demands:

- Sitting for extended periods of time while operating vans.
- Hearing and speaking to exchange information.
- Reaching, pulling and pushing to open van doors.
- Bending at the waist, kneeling or crouching to inspect and wash vans.
- Seeing to monitor passengers and operate a vehicle.
- Dexterity of hands and fingers to operate school van control panel.

Hazards:

- Traffic hazards.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in the work environment. This environment may be expected to include: moderate noise level that may occasionally be very noisy, frequent interruptions, frequent movement from inside to outside with exposure to elements, possible exposure to toxic substances, stairs, and duty hours which may include before sunrise or after sunset.

Board Approval: 10/26/2021