

## SHORELINE UNIFIED SCHOOL DISTRICT

TITLE: Van Driver  
BARGAIN UNIT: CSEA 304  
BOARD APPROVAL: November 16, 2023

DEPT: Transportation  
WORK YEAR/SCHOOL YEAR:  
SALARY STEP: Range 9

### JOB DESCRIPTION

Under the direction of the Supervisor of Transportation, is responsible to drive district-owned vans or cars to safely transport Special Education students of all grade levels including preschool along assigned routes and to perform related work as required.

- Transport Special Day Class, physically handicapped, and other Special Education students to designated points within, and outside, of the District and the county, based on student needs
- Safely transport Special Education students over designated routes in accordance with time schedules
- Load and unload students safely, quickly and efficiently; physically assist students in and out of the vehicle when required; escort students across streets when necessary, stopping traffic as required
- Assists Special Education for the purpose of providing health care and other special needs during transportation; safe ingress and egress from buses including both emergency situations and normal transportation to and from schools, field trips, etc.
- Monitors medical condition (e.g. seizures, emergencies, etc.) of students with disabilities for the purpose of maintaining student safety.
- Assist in providing first aid for students in emergencies; use and assist in using a variety of emergency and safety equipment
- Follow laws and regulations regarding vehicle operation as prescribed by the California Motor Vehicle Code and the California Highway Patrol, including procedures as required in case of an accident; exercise safe driving practices and maintains a safe driving record
- Properly utilize safety harnesses and restraints as required
- Secure and transport student medication as necessary
- Maintain good order among students while the vehicle is in motion and while parked in loading and unloading zones, using methods suitable to the special needs of individual students
- Cooperate with staff and parents at all times, including when loading and unloading students, when delivering written notes and notices between home and school, and when informing parents and teachers of route changes
- Inspect vehicle prior to each operation for safety purposes as required by law and report any mechanical defect
- Assist in cleaning assigned vehicles, both interior and exterior, for the purpose of maintaining appearance, sanitation and safety of vehicle; instructs students for the purpose of enforcing rules and regulations and maintaining safety
- Complete required records regarding assigned students and vehicle operation in an accurate and timely manner
- Other duties as assigned.

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

- Applicable provisions of California Motor Vehicle Code, Highway Patrol Regulations and District policies as

they apply to the operations of vehicles in the transportation of students and District personnel

- Safe driving practices
- Local roadway systems
- Methods of maintaining order in an age/disability appropriate manner
- Basic first aid procedures (must possess a First Aid Certificate issued by the American Red Cross or other recognized authority)

**ABILITY TO:**

- Safely and efficiently operate a District motor vehicle in all types of weather conditions
- Maintain order among students while driving a District motor vehicle
- Communicate effectively and follow oral and written directions
- Read and interpret maps
- Complete and maintain accurate and legible records and reports
- Establish and maintain friendly, cooperative and effective working relationships with all persons contacted in the course of work
- Perform basic first aid as necessary

**EXPERIENCE AND EDUCATION:**

The skills, knowledge and abilities listed above would typically be acquired through attaining some successful experience working with children with physical disabilities and/or transporting children. A high school diploma or equivalent is required.

**LICENSE AND CERTIFICATE:**

- Possession and maintenance of a valid California Driver's License (Minimal Class C) and proof of clear driving record
- Must be insurable at standard rates by the District's liability insurer for the duration of employment by the District
- Possession of a current CPR card and appropriate first aid certification

**Clearances**

- State and Federal Fingerprint Clearance
- TB Clearance (every 4 years)
- Random Drug Testing

**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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to walk and climb or balance. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to fumes or airborne particles.