

Thermalito Union Elementary School District Job Description

Job Title: Car/Van Driver
Department: Transportation
Reports To: Transportation Supervisor
Prepared Date: 05/24/11
Approved By: Governing Board
Approved Date: 02/10/22, 08/25/11
Revision Date: 11/24/21
Range: 16

SUMMARY

The Car/Van Driver will safely transport passengers to and from school and/or activity trips. The Car/Van Driver will communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Performs mandatory safety checks on the vehicle before driving.

Drives car/van daily over designated routes, picking up and discharging students in accordance with time schedules.

Assists special needs students in and out of the vehicle.

Transports passengers on trips to various locations according to a planned schedule.

Maintains order among passengers in the vehicle.

Obeys and follows all pupil transportation rules and regulations as outlined by district policy, Department of Motor Vehicles (DMV) and Department of Education (DOE).

Sees that all laws and regulations as set forth by the Education Code, the Department of Motor Vehicles and the Board of Trustees are met.

Follows district policies regarding discipline of students.

Assists in maintaining the vehicle in a clean and safe operating condition.

Submits daily vehicle reports.

Answers questions about vehicle stops and scheduled times.

Reports potential safety hazards to Supervisor or mechanic.

Maintains sanitary personal habits and a clean, neat appearance.

Performs other related duties as assigned by Supervisor.

May deliver and pick up mail and small packages at various district locations and distributes mail at the district office.

QUALIFICATIONS 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); 5 years recent experience as a licensed vehicle driver.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid California Class C Driver License. District First Aid and CPR certification is required. Employee must be willing to be included in the DMV "Pull Notice" Division which reflects driver's history. i.e. traffic violations.

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 functions.

While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb up and down steps, stoop, kneel, and crouch or crawl, and smell. The employee must frequently lift and/or move up to 10 pounds and 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, and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate to loud, occasionally very loud.