



Elementary School District

15933 Maple Creek Road • Korbel, CA 95550 • Phone: 707-668-5596 • Fax: 707-668-4132

Job Description:

Passenger Van Driver Up to 3 hrs per school day (Temporary)

Position Summary

Drive a school van to transport students safely and efficiently to and from school. Participate in the routine cleaning and servicing of the school van as appropriate. A passenger van does not require the operator to possess a School Bus Driver Certificate or Commercial Driver's License.

Examples of Duties and Responsibilities (Examples of Essential Job Functions)

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

- Drive a school van along a designated route, picking up and discharging students in accordance with established time schedules; observe legal and defensive
- driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.
- Maintain order and discipline among passengers on the van and while waiting at van stops in accordance with District policies related to disciplining students; escort students across streets.
- Conduct daily safety inspection of van; inspect the interior, exterior, brakes, headlamps, taillights; report mechanical malfunctions or other problems as required.
- Participate in the routine cleaning and servicing of the school van; fuel; check oil and fluid levels; clean windshield and headlamps; maintain van in clean and safe operating condition.
- Adhere to established procedures related to the release of special education students to teachers and parents.
- Transport students at scheduled departure and arrival times as assigned. Determine appropriate action in potential or real medical emergency situations according to established guidelines; administer first aid as needed; conduct routine emergency evacuation drills as assigned.
- Prepare and maintain records and reports related to vehicle operation and condition; maintain routine records of mileage and student counts, conduct reports and others as required.
- Communicate with parents and teachers and resolve issues or concerns as needed. Attend safety meetings and programs as assigned. Perform related duties as assigned.

Qualifications

Knowledge of:

- Safe and defensive driving practices;
- Proper operation of school vans;
- Provisions of the California Vehicle Code and Education Code applicable to the operation of vehicles in transporting students.
- First aid procedures.
- Procedures related to the release of special education students to teachers and parents.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Drive a school van safely and efficiently.
- Maintain van in clean and proper working condition.
- Conduct safety inspections and perform routine preventive maintenance.
- Maintain safe discipline level among passengers.
- Learn and apply District policies and procedures related to student discipline.
- Observe legal and defensive driving practices.
- Learn and follow designated routes, stops and time schedules.
- Read and interpret maps.
- Administer first aid to ill or injured children.
- Maintain routine records.
- Understand and follow oral and written directions.
- Communicate effectively with others.
- Establish and maintain cooperative and effective working relationships with others.
- Lift, carry, push and pull heavy objects up to 40 lbs.

Education and Experience

Minimum required:

Any combination equivalent to: high school diploma or equivalent and responsible experience operating a school van.

License and Other Requirements:

Possess an appropriate, valid California Class C driver's and CPR/First Aid Certificates; or meet/maintain the requirements for a valid California School Bus Driver's Certificate with first aid training and DMV Medical Examiner's Certificate.

Incumbents in this class must present and maintain a satisfactory driving record which insures maintenance of liability insurance coverage. Incumbents in this class must maintain a negative drug and alcohol test certification and maintain a clear fingerprint record.

Working Conditions

- School van environment;

- Driving a vehicle to conduct work;
- Constant interruptions;
- Occasional exposure to outside weather conditions
- Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.

Physical Demands

- Sitting for extended periods of time when operating a transportation vehicle;
- Bending at the waist, kneeling or crouching;
- Reaching, pulling and pushing to open van doors;
- Lifting moderately heavy objects.

Hazards

- Traffic hazards;
- Driving a vehicle during adverse weather conditions.

Other Requirements

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by Maple Creek Elementary School District prior to employment.
- TB testing and/or risk assessment will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to drive with or without students; some positions may require a California driver's license, proof of insurance and possible participation in the DMV PULL Notice Program once employed.