

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Van Driver	CLASSIFICATION:	Classified Non-Management (SEIU/Operations-Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9808	WORK YEAR:	10 to 12 Months
DEPARTMENT:	Transportation Services	SALARY:	Range 36 Salary Schedule C
REPORTS TO:	Assigned Supervisor	CABINET APPROVAL:	10-15-2021

BASIC FUNCTION:

Van Drivers are qualified to operate District van including those containing special features and equipment to assist students accessing school. Students may have mobility and other access challenges over designated and special routes for the purpose of transporting students to and from school or other school related activities. Van Drivers will maintain established time schedules; establish special education time schedules and routing; enforce federal, state, and local rules, policy, and procedures with all passengers; and ensure all van activities support the safety and welfare of all persons.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Transport students and staff on to and from school; field trips to various locations utilizing the safest and most efficient route while meeting time schedules for departure and arrival; and communicate any late arrivals or departures to appropriate supervisor. **E**

Assist and escort students on and off the van when they need support; if student(s) becomes ill or a behavioral problem occurs during transport, when safe to do so, assist student with immediate care until student has been delivered to designated location or if needed, nearest designated location; and comply with state and federal rules and regulations. **E**

Perform pre- and post-van inspection activities to ensure proper operating condition according to procedure; adhere to prescribed Transportation Department standards and compliance with proper safety standards. **E**

Assist in the planning, organization, and implementation of student safety and transportation vehicle evacuation drills; maintain van evacuation plan, perform annual evacuation drills, and pre-field trip safety information to passengers. **E**

Transport students according to established routing sheets; ensure maintenance of periodic routing updates (left and right instructions); report unsafe or hazardous route conditions; maintain daily mileage, route, and pre-trip sheets; and operate a two-way radio system. **E**

Monitor daily transport van activities and at all designated van stops to encourage proper student conduct at all times and adherence to appropriate disciplinary controls according to District policies; report potentially dangerous situations to dispatch. **E**

Inform school personnel of practices and incidents for follow-up action and/or proper procedures, e.g., rules, laws, regulations, and procedures. **E**

Ensure the safe loading and unloading of passengers to and from destinations, to include attending to students with special needs, i.e., wheelchairs, walkers, tie-downs, stationary seating equipment and seat belts; lift, carry, push and/or pull moderately heavy objects. **E**

Perform routine interior and exterior cleaning and van maintenance activities to maintain appearance, sanitation, and vehicle safety compliance, such as attending to spills and cleaning of body fluids. **E**

Establish and maintain effective communication and working relationships with transportation attendants, District personnel, school officials, parents, and students; respond to public contacts regarding transportation issues and concerns. **E**

Conduct re-fueling activities; check tires and vital fluids; and prepare reports of driving hazards and incidents. **E**

Report school van mechanical defects or malfunctions on daily checkout sheet. **E**

Attend training to maintain skills and meet the requirements for a District Van Driver; attend department training sessions and safety meetings as required. **E**

Provide a positive climate of customer service in all interactions and communications with students, District staff, families, and community members. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent, and three (3) years of driving experience. Some experience working with children or early childhood education training preferred.

Satisfactorily complete a course of training with a minimum of five (5) hours of classroom instruction and five (5) hours of “behind-the-wheel” instruction prior to assignment as a school Van Driver.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California Class C driver’s license (renewed every five years); provide proof of auto insurance; First Aid and Cardiopulmonary Resuscitation (CPR) Certification (renewed every two years); employee entrance evaluation (lifting test); and District required drug and alcohol testing. Five (5) hours of in-service training time required yearly. A school Van Driver shall not drive a school van if any one of the two renewable licenses or certifications are not current and in the employee’s immediate possession.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Safe driving practices and techniques.
- District policies and procedures related to assigned function.
- Applicable sections of the California Motor Vehicle Code, State Education Code, Highway Patrol Handbook, and other state and federal laws.
- Local geography of metropolitan area or road maps.
- Basic maintenance requirements of vehicle and other equipment related to school transportation.
- Conflict resolution.
- First aid and CPR practices.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Perform skilled driving to operate a school van and other transportation equipment in a safe and efficient manner, exercising good judgment and extreme caution.
- Maintain appropriate licensing and required certifications to operate a school van.
- Maintain established time schedules.
- Comply with all vehicle codes.
- Prepare records related to mileage, pre-trip sheets, driving hazards, and incidents.
- Maintain order among students and passengers on the assigned vehicle.
- Learn a designated route, appropriate stops, and traffic hazards.
- Follow oral and written directions.
- Be patient and understanding with handicapped and special education students.
- Assist in lifting children when loading or unloading the van.
- Operate, maneuver, and/or control the actions of safety restraining and wheelchair lift devices.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Lift, carry, push and/or pull moderately heavy objects according to safety regulations.
- Operate a two-way radio system.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Outdoor and school van environment; drive in various road and weather conditions; noise from students in the van.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information in person, two-way radio, and by telephone; dexterity of hands and fingers to secure wheelchairs and assist students; see to monitor student activities and read a variety of materials; sit for extended periods of time when operating a transportation vehicle; walk, stand, and step up/down for extended periods of time; bend at the waist, crouch, and reach overhead, above the shoulders, and horizontally; physical strength and dexterity to pull children and evacuate them from a van in case of emergency or accident; and lift, carry, push, and/or pull moderately heavy objects and materials.

SAMPLE HAZARDS:

Traffic hazards when stopping traffic and assisting students, exposure to fuels, exhaust, and fumes from fluid used in the operation of equipment; exposure to chemical compounds used to clean equipment; exposure to surfaces of engine components being very hot, oily, and greasy; possible contact with blood-borne pathogens and bodily fluids; and occasional contact with dissatisfied or hostile individuals.