

## **SCHOOL VAN DRIVER**

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### **Purpose Statement:**

The job of School Van Driver is done for the purpose/s of transporting students over assigned routes; ensuring vehicle operation is in a safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

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### **Essential Functions**

- Assists students and other passengers for the purpose of providing safe loading and unloading from van including both emergency situations (including van evacuations) and normal transport.
- Attends safety meetings, trainings, etc. for the purpose of maintaining skills and meeting district requirements.
- Drives school van for the purpose of transporting students over scheduled routes and to/from school in a safe and timely manner.
- Informs school personnel, parents, etc. of practices and incidents (e.g. rules, regulations, laws, procedures, etc.) for the purpose of providing information for follow-up action and/or proper procedures.
- Maintains assigned van, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Performs routine vehicle maintenance inspections for the purpose of ensuring the safe operating condition of the vehicle and reporting mechanical defects if noted.
- Prepares documentation (e.g. incident reports, inspections, passenger misconduct, mileage, etc.) for the purpose of providing written support and/or conveying information.
- Supervises students during transit for the purpose of maintaining safety and following district policy.

### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating school vans; administering first aid; preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: safe driving practices; van maintenance and repair

**ABILITY** is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality, meeting deadlines and schedules; and working as part of a team.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and some hazardous conditions.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent.

**Required Testing**

- Pre-Employment Drug Screening
- Pre-Placement Physical Exam
- Pre-Employment Proficiency Test

**Certificates & Licenses**

- Valid CA Driver's License
- Department of Transportation Medical Examiners Certificate
- First Aid Certificate

**Continuing Educ./Training**

None Specified

**Clearances**

- Criminal Justice/Fingerprint Clearance
- Tuberculosis Clearance

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**FLSAStatus**

Non Exempt

**Approval Date**

8/10/16

**Salary Grade**

Clsfd 19