

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

VAN DRIVER

DEFINITION

To drive a school transportation vehicle, defined as a vehicle designed to carry no more than nine (9) passengers, over designated routes for the purpose of transporting students to and from school and on special trips.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the Bus Driver, such that the Van Driver will not operate a school bus, and will only be operating vehicles that require a Class C Driver's License.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Drives a school transportation vehicle daily over designated routes in accordance with time schedules, picking up and discharging students. Transports students and teachers on various trips to various locations making departure and arrival time as scheduled. Assists in maintaining the school transportation vehicle and other motor equipment in clean and safe operating condition. Maintains good order among students on the vehicle following District policies regarding the disciplining of children. Makes routine safety checks, reports problems or equipment malfunctions. Maintains records of all trips. Files accident reports when necessary. Attends scheduled safety meetings and safety programs. Reports incidents which affect the safety of pupils. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of safe driving practices. Knowledge of provisions of the California Vehicle Code and the Education Code applicable to the operation of vehicles in transporting students. Knowledge of first aide practices. Ability to drive a school transportation vehicle safely and efficiently. Ability to maintain order among students on a school transportation vehicle. Ability to recognize malfunctions in equipment and take appropriate action. Ability to learn a designated route, including stops and traffic hazards. Ability to maintain simple records. Ability to work effectively in the absence of supervision. Ability to understand and follow oral and written directions. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to pass pre-employment and random ongoing drug and alcohol testing.

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Van Driver (Continued)

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Safe driving record.

Training:

Formal or informal training which provides the ability to read and write at a level necessary for job performance.

License or Certificate

Possession of a valid class C California driver's license.

Must be insurable and maintain insurability to drive a District Vehicle

Ability to obtain an appropriate, medical certificate.

Possession or the ability to obtain an appropriate, first aid certificate.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____