

Position: Van Driver		Salary Grade: 110
Board Approved: 11/5/19	Effective: 11/6/19	FSLA: Non-exempt

Summary

Van Drivers are qualified to drive a District van including those containing special features and equipment to assist students having mobility and other access problems over designated and special routes for the purpose of transporting students to and from school.

Distinguishing Career Features

Van drivers may complete special coursework, behind-the-wheel observation/training and obtain licenses required by the state to drive a school bus. Advancement opportunities exist beyond Van Driver, as incumbents may take additional training, develop special competencies and become school bus drivers, authorized and certified in behind-the-wheel training, instructing, dispatching, or route analysis.

Essential Duties and Responsibilities

- Drive a District van over designated routes according to established time schedules.
- Pick up and drop off students and/or students with disabilities at designated stops and/or home.
- Drop students off on the same side of the street in front of their home.
- Follow District policies by establishing and maintaining daily record of assigned routes, van operation and lists of student passengers and tracking route times and miles.
- Conduct pre-trip inspections as required by current California law and regulation, prior to operation of the van, in the transportation of students; complete daily reports on the inspection, condition and operation of the van and record and report any mechanical or other defects to the appropriate personnel.
- Perform minor first aid when needed.
- Conduct periodic emergency evacuation and safety orientation drills for students and teachers.
- When scheduled for “Curb to School Routes” perform additional functions which may include providing personal mobility assistance for students boarding the van, installation of car seats, securing students in car seats and securing students in seat belts and securement devices.
- Supervise pupil conduct during transport to assure safe vehicle operation.
- Review van driver route changes, passenger changes, challenges, safety hazards or incidents with supervisor or designee as needed for recommended actions.
- Wash, sweep, refuel and perform safety checks and inspections on vans.
- Perform various transportation and/or fleet related duties during non-driving hours.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires a complete working knowledge and understanding of:

- Safe and defensive driving practices, proper operation of school vehicles sufficient to recognize problems and take appropriate action.
- Operation of specially equipped vans.
- State laws, rules and regulations and Education Code sections pertaining to Van Driver operations and pupil transportation, including those for students requiring accommodations.

- Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vans transporting school children.
- Basic first aid procedures.
- Basic record-keeping techniques.
- English language to prepare travel and safety logs and prepare work orders.
- Sufficient communication skills to exercise patience and maintain harmony within a work team and with students and parents.
- Interpersonal skills using tact, patience and courtesy.

▪ **Abilities**

- Work successfully with students with all types of special needs.
- Ensure students are safe and secure in the vehicle, using equipment as required.
- Document and follow plans for working with behaviors of individual and groups of students.
- Document and follow plans for emergency situations, ensuring the safety of all students; be able to successfully evacuate all students from the vehicle in case of an emergency.
- Maintain order and a positive environment among students in the vehicle.
- Relate to students in a warm and caring manner.
- Understand and carry out oral and written instructions.
- Work with the public and staff tactfully and courteously, establishing and maintaining cooperative and effective working relationships.

▪ **Physical Abilities**

While performing the duties of this job:

- The employee is frequently required to sit; use hands to finger, handle or feel; use foot controls to drive; reach with hands and arms; climb; bend, stoop, and kneel; and talk or hear.
- The employee must be physically able to perform and demonstrate emergency evacuation procedures. This includes the pushing/pulling of up to 50 pounds.
- Have the ability to use emergency exits at any location on the van.
- Specific vision abilities required by this job including close vision, distance vision, night/dusk vision, color vision and peripheral vision.

▪ **Education and Experience**

- High School diploma or the equivalent.

▪ **Licenses and Certificates**

- Completion of a District approved van defensive driving safety training.
- Within 12 months of hire, we encourage, but do not require, van drivers to obtain training for a commercial class B license with passenger and airbrake endorsements and a Special Driving Certificate to drive a Type 1 school bus with air brakes and an automatic transmission. This includes the successful completion of 20 hours of classroom instruction related to skills, regulations, and safety requirements for driving a school bus and successful completion of 20 hours of instruction behind the wheel of a school bus.
- In accordance with federal and state laws and regulations and District policy, position incumbents must meet all requirements of periodic physical examinations and current Federal Department of Transportation mandated and random drug and alcohol testing programs.
- Valid California driver's license.
- Evidence of insurability.
- First Aid, CPR and AED Certificate.

- **Working Conditions**

Work is performed outdoors where some safety considerations exist from physical activity and traffic conditions. The employee is frequently exposed to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving a van; and traffic. The employee is occasionally exposed to moving mechanical parts and outside weather conditions.