

North Monterey County Unified School District

JOB DESCRIPTION

Position Title: **Van/Car Driver**
Salary: Classified Salary Schedule – Step 23
Reports to: Director of Transportation

GENERAL RESPONSIBILITIES

Under general supervision, to operate a passenger van/car over designated routes for the purpose of transporting students and other student required riders to and from school and program sites and perform other related duties as required. A passenger vehicle does not require the operator to possess a School Bus Driver Certificate or Commercial Driver's License.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Operate a vehicle within prescribed route(s) in accordance with the time schedules; pick up and discharge students at designated stops.
- May transport special education students; escort and assist students on and off vehicles when necessary; secure seat belts.
- Obey and follow all student transportation rules and regulations as outlined by the District.
- Recognize problems which may interfere with the welfare of students and implement appropriate solutions; maintain order and proper discipline of student passengers according to policy; instruct students on safety regulations and policies related to passenger conduct; ensure safety of passengers.
- Reports incidents that affect the safety of pupils.
- Administer first aid as authorized under current standard certification as necessary.
- Conduct daily safety and operations inspection of assigned vehicle; recognize malfunctions in equipment and take appropriate action; report needed mechanical repair.
- Perform pre-trip vehicle inspection, including fueling, checking oil, water and cleaning the vehicle windows for clear visibility.
- Maintain accurate records; including student count; required mileage log.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge, including the areas of safety, first aid and related matters.
- Participates in routine cleaning, sweeping, and maintenance of the transportation department, when not required to drive students.
- Transports other materials in District vehicle, when not required to drive students.

Other Duties

- Performs other duties as may be assigned by the Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the practices, methods and techniques used in physical education teaching; ability to maintain confidential files and information and to compile reports; ability to deal effectively with students and teachers; skill in the use of physical education equipment; ability to operate standard office, word and data processing equipment; ability to establish and maintain effective working relationships with teachers, parents, students and associates.

EDUCATION AND EXPERIENCE

- High School Diploma or GED required; some experience in working with children.
- Have excellent integrity and demonstrate good moral character and initiative.
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- One year of experience in the operation of a motor vehicle and a continuous good driving record; Responsible work with children.
- Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
- Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education.
(A comparable amount of training and experience may be substituted for the minimum qualifications.)

License:

- Possess an appropriate, valid California Class C driver's license.

Knowledge of:

- Occupational hazards and standard safety practices necessary in the area of student transportation; Laws, rules and regulations pertaining to vehicle operations and pupil transportation, including appropriate California State Motor Vehicle Code and the Education Code; First Aid principles and practices. Basic principles and procedures of record keeping; Basic mathematical principles; Safe driving principles and practices.

Ability to:

Qualify for District vehicle insurance coverage; Maintain order and discipline on a vehicle; Read and interpret a map; Maintain simple records; Understand and follow oral and written directions; Read, interpret and follow rules, regulations, policies and procedures; Respond appropriately in emergency situations; Administer first aid; Work under limited supervision within a framework of well-defined policies and procedures; Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs; Communicate in English clearly and concisely, both orally and in writing; and establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines (including typewriter, computer, calculator); vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, from school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 50 pounds; physical stamina sufficient to sit for prolonged periods of time; physical tolerance to be exposed to dust, pollen, specific chemicals and cleansers; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

SPECIAL REQUIREMENTS

- *Possession of a valid driver's license*
- *This position shall be part of the random drug testing pool in accordance with the current Federal Department of Transportation Regulations and the policy of the District.*
- *Valid First Aid Certificate or endorsement by the California Highway Patrol.*

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties assigned by the Director of Transportation.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works outdoors and may occasionally work indoors. The noise level is usually moderate to high.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: March 24, 2016