

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: Car/Van Driver
LOCATION: Transportation
WORK YEAR: 180-day

SUMMARY

Under general supervision, to operate a car or van over designated rural, mountainous routes in transporting students safely and efficiently to and from school; to drive students to and from special events without designated routes; and to perform related work as required.

ESSENTIAL JOB TASKS

- perform car/van driving duties over mountainous terrain and under extremes of weather in accordance with time schedules, picking up and/or discharging students.
- make decisions pertaining to the safety of student riders relevant to road and climate conditions affecting safety.
- fitting and removing car tire chains weighing approximately 50 lbs.
- escort students safely across streets.
- maintains car/van in a clean and safe condition, such as cleaning, sweeping, vacuuming and washing and minor seat repairs.
- follows District policies regarding the disciplining of students.
- fuels car/van.
- checks oil, fluid levels and safety equipment.
- securing car/van at all times.
- instructs students in various aspects of passenger/pedestrian safety.
- if passengers are handicapped, provides special care and assistance as appropriate.
- keeps records of the operation of assigned car/van as required by the District.
- completes daily reports on the operating condition and/or defects of an assigned car/van.
- conducts daily safety inspections of assigned car/van before beginning the route.
- attends retraining and driver skills improvement sessions as assigned.
- administers first aid to students.
- maintains current knowledge of federal, state, city and District regulations/laws applicable to the position.
- performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of

- California, federal, city and District regulations/laws applicable to the operation of cars/vans in the transportation of school children and faculty
- basic first aid
- basic car/van maintenance procedures
- simple record keeping
- appropriate safety precautions and procedures

Ability to

- maintain cars/vans in a clean and safe condition
- maintain simple records
- monitor and control student passenger behavior
- pass first aid test given by the District's Transportation Department
- operate a car/van observing legal and defensive driving practices
- understand and carry out oral and written instructions
- establish and maintain effective working relationships with those contacted in the course of work

Employment Standards

- High School diploma or equivalent.
- any combination of training, experience and education which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position
- lifting, pushing, pulling objects normally not exceeding 50 pounds.
- positions in this class require the mobility to stand, stoop, reach and bend.
- positions in the class require vision (which may be corrected) to read small print as well as highway/roadway signs.
- possession of a valid California driver's license
- other duties as assigned

SALARY: Placement on the CSEA Salary Schedule, Range D

The information contained in this job description is for compliance with the American with Disabilities Act (ADA), and is not an exhaustive list of the duties performed for this position.

Board Approved: January 19, 2010