

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

Monitor daily transport van activities and at all designated van stops to encourage proper student conduct at all times and adherence to appropriate disciplinary controls according to District policies; report potentially dangerous situations to dispatch. **E**

Inform school personnel of practices and incidents for follow-up action and/or proper procedures, e.g., rules, laws, regulations, and procedures. **E**

Ensure the safe loading and unloading of passengers to and from destinations, to include attending to students with special needs, i.e., wheelchairs, walkers, tie-downs, stationary seating equipment and seat belts; lift, carry, push and/or pull moderately heavy objects. **E**

Perform routine interior and exterior cleaning and van maintenance activities to maintain appearance, sanitation, and vehicle safety compliance, such as attending to spills and cleaning of body fluids. **E**

Establish and maintain effective communication and working relationships with transportation attendants, District personnel, school officials, parents, and students; respond to public contacts regarding transportation issues and concerns. **E**

Conduct re-fueling activities; check tires and vital fluids; and prepare reports of driving hazards and incidents. **E**

Report school van mechanical defects or malfunctions on daily checkout sheet. **E**

Attend training to maintain skills and meet the requirements for a District Van Driver; attend department training sessions and safety meetings as required. **E**

Provide a positive climate of customer service in all interactions and communications with students, District staff, families, and community members. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent, and three (3) years of driving experience. Some experience working with children or early childhood education training preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Safe driving practices and techniques.
- District policies and procedures related to assigned function.
- Applicable sections of the California Motor Vehicle Code, State Education Code, Highway Patrol Handbook, and other state and federal laws.
- Local geography of metropolitan area or road maps.
- Basic maintenance requirements of vehicle and other equipment related to school transportation.
- Conflict resolution.
- First aid and CPR practices.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Perform skilled driving to operate a school van and other transportation equipment in a safe and efficient manner, exercising good judgment and extreme caution.
- Maintain appropriate licensing and required certifications to operate a school van.
- Maintain established time schedules.
- Comply with all vehicle codes.
- Prepare records related to mileage, pre-trip sheets, driving hazards, and incidents.
- Maintain order among students and passengers on the assigned vehicle.
- Learn a designated route, appropriate stops, and traffic hazards.
- Follow oral and written directions.
- Be patient and understanding with handicapped and special education students.
- Assist in lifting children when loading or unloading the van.
- Operate, maneuver, and/or control the actions of safety restraining and wheelchair lift devices.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Lift, carry, push and/or pull moderately heavy objects according to safety regulations.
- Operate a two-way radio system.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Outdoor and school van environment; drive in various road and weather conditions; noise from students in the van.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information in person, two-way radio, and by telephone; dexterity of hands and fingers to secure wheelchairs and assist students; see to monitor student activities and read a variety of materials; sit for extended periods of time when operating a transportation vehicle; walk, stand, and step up/down for extended periods of time; bend at the waist, crouch, and reach overhead, above the shoulders, and horizontally; physical strength and dexterity to pull children and evacuate them from a van in case of emergency or accident; and lift, carry, push, and/or

SAMPLE HAZARDS:

Traffic hazards when stopping traffic and assisting students, exposure to fuels, exhaust, and fumes from fluid used in the operation of equipment; exposure to chemical compounds used to clean equipment; exposure to surfaces of engine components being very hot, oily, and greasy; possible contact with blood-borne pathogens and bodily fluids; and occasional contact with dissatisfied or hostile individuals.