

VAN DRIVER

DEFINITION

Transports passengers to and from schools, offices, and other locations as scheduled in a District van or motor vehicle with a capacity of up to 9 passengers.

TYPICAL DUTIES

Transports passengers to and from various locations as scheduled.
Loads and unloads passengers' supplies and equipment from the District van or motor vehicle.
Maintains proper passenger behavior and safe riding practices in the van or motor vehicle.
Checks and verifies for route changes, maintains route schedules, and submits daily transportation reports and logs.
Maintains, files, and logs required operational reports to ensure compliance with rules and regulations.
Inspects the assigned van or motor vehicle daily prior to and at the end of each run for mechanical condition affecting safety of operation, physical condition, and to ensure that no passengers remain in the van or motor vehicle.
Cleans, disinfects, washes, and polishes the van or motor vehicle's interior; checks tires, fuel and fluid levels of the van or motor vehicle and has it serviced when necessary.
Makes minor emergency repairs and reports mechanical malfunctions or other needed repairs to supervisor and/or appropriate personnel.
Reports van or vehicle incidents, collisions, and service interruptions promptly by radio and in writing.
Renders first-aid to passengers and operates fire extinguishers when necessary.
Instructs passengers of vehicle evacuation procedures.
May operate a computer and mobile data terminal to access transportation related software; validate and maintain transportation-specific data by inputting data, messaging, and other appropriate methods; access web-based payroll data, forms, and bid information; and access mandated on-line employee training.
May lift or assist passengers with disabilities on and off the van or motor vehicle.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Van Driver drives a District van or motor vehicle with a capacity of up to 9 passengers to transport students, their families, and/or staff.

A Light Bus Driver drives a school bus of less than 78 passenger capacity with the engine typically in front of the driver seat.

SUPERVISION

General supervision is received from the Assistant Transportation Services Manager. Work direction may be received from a Senior Bus Dispatcher or Bus Dispatcher. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- California Motor Vehicle Code and traffic ordinances of local governmental agencies within the District boundaries
- Minor van and vehicle repairs and adjustments
- First-aid practices

Ability to:

- Drive a 9 passenger van and motor vehicle safely and efficiently in heavy metropolitan traffic in accordance with the requirements of transportation schedules and traffic laws
- Promote and maintain passenger safety and proper behavior in a van and motor vehicle
- Act quickly and appropriately in emergencies
- Administer First Aid and CPR as needed
- Relate effectively with students, their families, and staff
- Work effectively with District personnel
- Communicate effectively both orally and in writing
- Meet schedules and deadlines
- Operate two-way radio equipment in accordance with applicable regulations
- Operate a mobile data terminal
- Operate a computer workstation to access transportation software

Special Physical Requirements:

- Ability to reach overhead and safely lift, carry, push, and pull objects weighing up to 50 pounds; and to assist passengers with disabilities on and off the van and motor vehicle
- Ability to sit for extended periods of time

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Six months of paid experience operating a motor vehicle. Experience driving a passenger van is preferable.

Special:

- A satisfactory driving record as obtained from the California Department of Motor Vehicles.
- A valid Class C driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.
- A valid First-Aid and CPR/AED card or certificate, issued by an authorized agency, must be obtained within 60 days after appointment and kept valid during the term of employment.

SPECIAL NOTES

- Employees in this class may be required to work varying shifts.
- Must comply with District and Transportation Services Division policies as it pertains to Drug and Alcohol testing to maintain a drug-free and alcohol-free workplace.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class

01-05-23

JPK/BM