

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE: Car/Van Driver

SALARY PLACEMENT: Classified School Employees Association Salary Schedule

SUMMARY:

To transport students to and from school, and other sites within designated route(s) and to ensure the safety of the student passengers while in a school vehicle. Employees in this classification receive general supervision within a well-defined framework of policies and procedures. This job class is responsible for the safe operation of a school vehicle and for ensuring the safety of student passengers while meeting an established schedule. Employees in this job class may work with non/limited English speaking and/or special education students. This job class requires a high degree of positive contact with students.

SUPERVISOR:

This position reports directly to the Director of Transportation

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include the following:

1. Pre-checks District vehicle every morning. This includes checking the oil, fuel and water levels, battery, belts, hoses, tires and windshield wipers
2. Maintains cleanliness of vehicle to ensure safe operating condition
3. Fuels car/van as needed
4. Transports students to and from school following a route provided by the Transportation office
5. Completes periodic mileage and other reports
6. Supervises students to maintain a safe environment, noting behavioral problems observed and disciplining when necessary
7. Operates a two-way radio and a cellular phone
8. Washes District car/van biweekly
9. Waxes District car/van annually
10. Performs First Aid in accordance with established District guidelines and policies
11. Performs related duties as required

Knowledge of:

- Knowledge of safe driving practices

Ability to:

- Ability to read and write at a level necessary to successfully perform the required duties
- Ability to learn methods and procedures to be followed in assigned situation

- Ability to understand the needs of assigned students and to effectively relate to these needs in a learning situation
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to establish and maintain proper student conduct in school vehicle
- Ability to exercise good judgment and extreme caution while driving
- Ability to communicate effectively and tactfully in both oral and written forms
- Ability to remain calm and patient in stressful situations
- Ability to establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties

EDUCATION:

High School diploma or equivalent.

EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

Possession of a safe driving record. DMV printout must show no violations

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category III:

1. Positions in this category require ability associated with prolonged periods of heavy physical labor.
2. Position regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials.
3. Great physical demand for strength and endurance.
4. Requires heavy physical effort such as lifting over 50 pounds on continuous basis.
5. Physical functions involve heavy physical exertion.
6. Lifting over 50 pounds or carrying any object over 25 pounds.

WORK ENVIRONMENT:

Work is performed indoors, outdoors and in a vehicle; work is performed in varying temperature conditions; work is performed in an environment with constant noise; exposure to fumes, gasses, grease, and oil; work is performed in confined spaces; work is performed around equipment with moving parts; regular contact with staff, parents, and students.

Adopted: February 16, 1994

Revised: April 5, 2017

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.