

**Gridley Unified School District
Job Description**

JOB TITLE:	CAR/VAN DRIVER	UNIT:	Classified
SALARY LEVEL:	5	LOCATION:	Transportation Dept
DEPARTMENT:	Transportation	BOARD APPROVED:	07/19/2023
REPORTS TO:	Director of MOT		

SUMMARY: The Car/Van Driver will safely transport special needs passengers to and from school and/or activity trips.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs a daily safety check on the vehicle before driving.
- Drives car/van daily over designated routes, picking up and discharging students in accordance with time schedules.
- Assists special needs students in and out of the vehicle and loads/unloads any special equipment such as wheel chairs, etc.
- Escorts pupils across streets and roads as necessary and required.
- Transports special-needs students and instructors on special trips to various locations according to a planned schedule.
- Maintains order among students in the vehicle.
- Sees that all laws and regulations as set forth by the Education Code, the Department of Motor Vehicles and the Board of Trustees are met.
- Follows district policies regarding discipline of students.
- Assists in maintaining the vehicle in a clean and safe operating condition.
- Submits daily vehicle reports.
- Answers questions about vehicle stops and scheduled times.
- Reports potential safety hazards to Director of Transportation.
- Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.
- Maintains sanitary personal habits and a clean, neat appearance.
- Performs other related duties as assigned by Supervisor.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Proof of a good driving record required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); 6 months recent experience as a vehicle driver or one year of recent experience as a commercial vehicle driver preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a valid California Class *C* Drivers License. District First Aid and CPR training is required and will be provided.

OTHER SKILLS AND ABILITIES: Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

PHYSICAL DEMANDS: 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 frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb up and down steps, stoop, kneel, and crouch or crawl, and smell.

The employee must occasionally lift and/or move up to 100 pounds. However, while lifting amounts above 100 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate to loud, occasionally very loud.