

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT  
Position Description

TITLE: Van Driver  
WORK YEAR: 10 to 12 Months  
SALARY: Range 10  
REPORTS TO: Director of FMOT

CLASSIFICATION: Classified Non-Management  
DEPARTMENT: FMOT  
BOARD APPROVAL:

**BASIC FUNCTION:**

Van Drivers are qualified to operate District vans including those containing special features and equipment to assist students accessing school. Students may have mobility and other access challenges over designated and special routes for the purpose of transporting students to and from school or other school related activities. Van Drivers will maintain established time schedules; maintain special education time schedules and routing; enforce federal, state, and local rules, policy, and procedures with all passengers; and ensure all van activities support the safety and welfare of all persons.

**REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.**

Transport students and staff to and from school; field trips to various locations utilizing the safest and most efficient route while meeting time schedules for departure and arrival; and communicate any late arrivals or departures to appropriate supervisor.

Assist and escort students on and off the van when they need support; if student(s) becomes ill or a behavioral problem occurs during transport, when safe to do so, assist student with immediate care until student has been delivered to designated location or if needed, nearest designated location; and comply with state and federal rules and regulations.

Perform pre- and post-van inspection activities to ensure proper operating condition according to procedure; adhere to prescribed Transportation Department standards and compliance with proper safety standards.

Transport students according to district established routing sheets; report unsafe or hazardous route conditions; maintain daily mileage, route, and pre-trip sheets.

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 the supervisor.

Inform school personnel of incidents for follow-up action and/or proper procedures.

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.

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.

Establish and maintain effective communication and working relationships with transportation attendants, District personnel, school officials, parents, and students.

Conduct re-fueling activities; check tires; and prepare reports of driving hazards and incidents. Report school van mechanical defects or malfunctions.

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

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

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent, and five (5) years of driving experience. Some experience working with children preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Hold a valid California Class C driver's license (renewed every five years); provide DMV driving record (H-6); First Aid and Cardiopulmonary Resuscitation (CPR) Certification (renewed every two years); and District required drug and alcohol testing. A school Van Driver shall not drive a school van if any one of the two renewable licenses or certifications are not current and in the employee's immediate possession.

**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.
- 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 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.
- Lift, carry, push and/or pull moderately heavy objects according to safety regulations.
- 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, 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 pull moderately heavy objects and materials.

**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; possible contact with blood-borne pathogens and bodily fluids; and occasional contact with dissatisfied or hostile individuals.