

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL VAN DRIVER

BASIC FUNCTION:

Under the direction of the Transportation Supervisor, operate a 16-passenger van to transport special education students and others safely and efficiently to school, home and on special trips using designated routes.

REPRESENTATIVE DUTIES:

Drive a 16-passenger van along designated routes, picking up and discharging special education students in accordance with time schedules. **E**

Maintain order and discipline among passengers in accordance with District policies related to disciplining students. **E**

Conduct daily safety inspection of van; inspect the interior, exterior and engine of vehicle. **E**

Maintain van in clean and safe operating condition; wash, sweep and clean and wax vehicles; refuel, service and prepare vehicle for operation; report unsafe vehicle conditions or improper vehicle operation to appropriate personnel. **E**

Assist handicapped students to board or leave van safely. **E**

Instruct children in various aspects of passenger and pedestrian safety. **E**

Prepare and maintain records and reports related to vehicle operation and condition and students transported. **E**

Observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations. **E**

Attend safety meetings and driver's skills improvement sessions as required. **E**

Transport students, faculty and parents on field trips or to athletic events, meeting scheduled departure and arrival times as assigned. **E**

Administer first aid to passengers as needed. **E**

Drive a van, car or other vehicle to pick up and deliver a variety of items such as Board agendas, payroll, mail, supplies and warehouse items as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe and defensive driving practices.

Proper operation of 16-passenger school vans.

Applicable traffic and student transportation laws, codes and regulations.

First Aid procedures.

Basic record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Drive 16-passenger school vans safely and efficiently.

Maintain safe and appropriate discipline among passengers.

- Learn and apply District policies and procedures related to student discipline.
- Observe legal and defensive driving practices.
- Learn and follow designated routes and time schedules.
- Read and interpret maps.
- Maintain van in clean and proper working condition.
- Conduct safety inspections and perform routine preventive maintenance.
- Administer first aid to ill or injured children.
- Maintain routine records.
- Understand and follow oral and written directions.
- Communicate effectively with others.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B Driver's License; valid School Bus Driver's Certificate(s) for a Type One bus issued by the California Highway Patrol; successful completion of medical examination; valid First Aid Certificate issued by an authorized agency. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Climbing stairs, bending, pushing, lifting and moving objects weighing up to 75 pounds.

HAZARDS:

Exposure to driving a school bus during adverse weather and traffic conditions, fumes, and abusive or uncooperative individuals.