

East Side Union High School District

JOB TITLE: Pupil Transportation Driver for Special Needs Students

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

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 vehicle. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for the safe operation of a 9 passenger or less non-school bus vehicle and for ensuring the safety of student passenger while meeting established transportation schedules.

SUPERVISOR: Director of Transportation

TYPICAL DUTIES

Drive vans or automobiles as needed to transport individual or small groups of students whose schedule or destination needs are not compatible with routes or special time limitations. That makes it more efficient for district to transport in small numbers.

Control aggressive student activity and encourage calm and orderly conduct by implementing behavior management and working with the transportation staff and the classroom teacher and/or other appropriate staff.

Conducts safety and operational inspection of assigned vehicle daily.

Complete required reports of odometer readings, vehicle malfunctions and student conduct.

Attend and participate in district required training programs, department meetings and route biddings.

Maintain cleanliness of assigned vehicles.

Comply with district policies and procedures.

Operate two-way radio and other related equipment.

Performs related duties as required

EMPLOYMENT STANDARDS

Possession of a valid and appropriate California Driver's License (A, B, C)

Possession of a safe driving record (DMV H-6)

Possession of a First Aid Certificate

Knowledge of the provisions of the California Motor Vehicle code and the Education Code as applied to the operation of vehicles used in the transport of students.

Ability to read and write at a level necessary to successfully perform the required duties

Ability to understand and carry out both oral and written instruction in an independent manner

Ability to drive safely under pressure of time constraints, student misbehavior, hazardous road conditions, and traffic demands. Punctuality and ability to pace activity to meet prescribed schedules.

Ability to establish and maintain effective work relationship with those contacted in the performance of required duties.

Must pass pre-placement drug test and participate in random drug testing program.