

**CHICO UNIFIED SCHOOL DISTRICT
PASSENGER VAN DRIVER**

DEFINITION

Under general supervision, to drive a passenger van over designated routes for the purpose of transporting students and others to and from school and program sites. A passenger van does not require the operator to possess a School Bus Driver Certificate or Commercial Driver's License.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Operate a van within prescribed route(s) in accordance with the time schedules; pick up and discharge students at designated stops.
- May transport special education students; escort and assist students on and off vans when necessary; secure seat belts.
- Obey and follow all student transportation rules and regulations as outlined by the District.
- Recognize problems which may interfere with the welfare of students and implement appropriate solutions; maintain order and proper discipline of student passengers according to policy; instruct students on safety regulations and policies related to passenger conduct; ensure safety of passengers.
- Administer first aid and/or CPR as authorized under current standard certification as necessary.
- Conduct daily safety and operations inspection of assigned vehicle; recognize malfunctions in equipment and take appropriate action; report needed mechanical repair when necessary.
- Perform routine servicing of van, including fueling, checking oil, water and power steering fluid levels and cleaning the van interior; repair seats using a bonding kit for minor repairs and replace seat covers as needed; clean the exterior of the van, including steam cleaning, washing and polishing.
- Maintain records and prepare reports; maintain student lists and check van passes.
- Respond to requests and inquiries from parents, staff, students and the general public.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge, including the areas of safety, first aid and related matters.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Occupational hazards and standard safety practices necessary in the area of student transportation;
- Laws, rules and regulations pertaining to van operations and pupil transportation, including appropriate California State Motor Vehicle Code and the Education Code;
- CPR and First Aid principles and practices;
- Basic principles and procedures of record keeping;

- Basic mathematical principles;
- Safe driving principles and practices.

Skill to:

- Operate equipment used in van servicing and maintenance;
- Install and remove tire chains;
- Operate a van safely.

Ability to:

- Maintain order and discipline on a van;
- Read and interpret a map;
- Maintain simple records;
- Work independently in the absence of supervision;
- Understand and follow oral and written directions;
- Read, interpret and follow rules, regulations, policies and procedures;
- Respond appropriately in emergency situations;
- Administer first aid and CPR;
- Work under limited supervision within a framework of well-defined policies and procedures;
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Two (2) years of experience in the operation of a motor vehicle and a continuous good driving record.
- Experience driving a van is highly desirable.
- Must be at least 25 years of age.

Education:

- Equivalent to the completion of the twelfth grade.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid Class C driver's license and safe driving record.
- Possess and maintain a current First Aid and CPR Certificate, or;
- Possess and maintain the requirements for a valid California School Bus Driver's Certificate with first aid training and DMV Medical Examiner's Certificate.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Pre-employment and random drug and alcohol testing is required. Passenger Van Drivers will be held to the same standard as commercial drivers as described in Board Policy #4112.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, stoop, reach, twist and lift 70 lbs.; exposure to cold, heat, noise, vibration, chemicals and mechanical hazards.

PC - May 1998, June 2012, June 2024