



Fremont Unified School District  
Classified Job Description

VAN DRIVER

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

**Summary:**

Under the supervision of Director, Transportation or designee, operate a district van over designated routes.

**Essential Functions:**

- Depending on the assignment, duties may include but are not limited to the following:
- Drive a district van over designated routes according to established time schedules; transport pupils and district employees on various trips
- Pick up and drop off students and/or students with disabilities at designated stops and/or home
- Drop student off on the same side of the street in front of their home
- Follow District policies by establishing and maintaining daily record of assigned routes, van operation and lists of student passengers and tracking route times and miles
- Conduct pre-trip inspections as required by current California law and regulation, prior to operation of the van in the transportation of students; completes daily reports on the inspection, condition and operation of the van and records and reports any mechanical or other defects to the appropriate personnel
- Perform minor first aid when needed
- Conduct periodic emergency evacuation and safety orientation drills for students and teachers
- When scheduled for “Curb to School Routes” perform additional functions which may include providing personal mobility assistance for students boarding the van, installation of car seats, securing student in car seats and securing students in seat belts and securement devices
- Supervise pupil conduct during transport to assure safe vehicle operation
- Review route changes, passenger changes, challenges, safety hazards or incidents with supervisor or designee as needed for recommended actions
- Perform various transportation and/or fleet related duties during non-driving hours including answering telephones, making pickups and/or deliveries, wax vehicles, and related duties as assigned
- Wash, sweep, polish, refuel and perform safety checks and inspections on vans
- Perform other duties as assigned

**Qualifications:**

**Knowledge of:**

- Safe and defensive driving practices, proper operation of school vehicles
- Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles transporting school children
- Basic First Aid procedures
- Basic record-keeping techniques
- Interpersonal skills using tact, patience and courtesy

**Ability to:**

- Work successfully with students with all types of special needs
- Ensure students are safe and secure in the vehicle, using equipment as required
- Develop and document plans for working with behaviors of individual and groups of students
- Develop and document plans for emergency situations, ensuring the safety of all students; be able to

successfully evacuate all students from the vehicle in case of an emergency

- Maintain order and a positive environment among students in the vehicle
- Relate to students in a warm and caring manner
- Understand and carry out oral and written instructions
- Work with the public and staff tactfully and courteously, establishing and maintaining cooperative and effective working relationships

### **Education**

Equivalent to the completion of high school

Successful completion of a district van driving training program

**Experience:** Three (3) years of California Class C Licensed driving experience.

### **Other Conditions of Employment:**

Obtain training for, and obtain, an unrestricted Special Driving Certificate to drive a Type 2 school bus with an Automatic Transmission within six (6) months of hire.

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Dept. of Justice background record which is relevant to the position.

In accordance with Federal and State laws and regulations and District policy, position incumbents must meet all requirements of periodic physical examinations and current Federal Department of Transportation mandated and random drug and alcohol testing programs.

### **Physical Demands and Working Environment:**

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 exposed to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving a van; and traffic. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; use foot controls to drive; reach with hands and arms; climb; bend, stoop, and kneel; and talk or hear. The employee must be physically able to perform and demonstrate emergency evacuation procedures. This includes the pushing/pulling of up to 50 pounds. In addition have the ability to use emergency exits at any location on the van. Specific vision abilities required by this job include close vision, distance vision, night/dusk vision, color vision, and peripheral vision

### **Licenses and Certificates:**

Possession of a valid California Class C driver's license, candidates and incumbents are required to pass a Commercial medical examination. Van drivers are subject to pre-employment and random drug and alcohol testing. Obtain a Class B driver's license within six (6) months of employment.

### **Non-Discrimination in Employment:**

The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and

veteran status, gender, gender identity, gender expression, sex or sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

FLSA Status

Non-Exempt

Approval Date

N: 5/17

Salary Range

51