

## Coast Unified School District

**Title:** School Van Driver/Utility Worker I

**Salary Range:** 10

**Job Summary:**

With minimal supervision, operates a school van over designated routes in transporting students to and from school and on field trips; performs a variety of general custodial, grounds and minor maintenance duties as determined by supervisor.

**Qualifications:**

Required:

1. Valid California Driver's License required with no violations or convictions
2. CPR and First Aid certification required
3. Criminal Justice Fingerprint Clearance
4. Tuberculin Clearance
5. Pass DMV commercial medical examination
6. 21 years of age or older
7. Participate in DOT Drug and Alcohol Testing Program
8. High school graduate or equivalent

Desirable:

1. Bilingual in Spanish
2. Custodian, grounds or maintenance experience
3. Willing to seek a Class B Commercial Driver's License with passenger endorsement while serving as a Van Driver/Utility Worker

**Essential Functions:**

Drive a school van daily or as assigned over designated routes in accordance with time schedules, pick up and discharge school children, escort required children across streets, stopping traffic as necessary; transport students and adults on field trips to various locations as scheduled; maintain order among riders in vans; fill out daily trip sheet showing number of pupils carried and miles driven; maintain assigned van as required and report any mechanical defects per operating procedures; conduct daily van inspections as required; drive in a safe and prudent manner as determined by road conditions and weather; carry out other transportation related duties as directed; perform custodial, grounds and minor maintenance duties as instructed.

**Physical Requirements:**

1. Ability to sit for extended periods of time.

2. Ability to ascend and descend steps.
3. Ability to see and read, with or without vision aids.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will clearly understand normal conversation.
6. Ability to bend and twist, kneel and stoop.
7. Ability to lift, carry, push and/or pull up to 40 pounds on a regular basis.
8. In an emergency, must be able to perform evacuation of students from the van.
9. Ability to reach in all directions.
10. Ability to lift 50 lbs.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Supervision:**

Under the direct supervision of the Director of Transportation.

**Approved: 2/8/18**