

# NOVATO UNIFIED SCHOOL DISTRICT

**TITLE: CAR DRIVER**

**SALARY: RANGE 26 – CLASSIFIED SALARY SCHEDULE**

## **BASIC FUNCTION:**

Under the direction of the Transportation Supervisor, provide safe transportation of students over scheduled routes and/or to/from special excursions, ensure the vehicle is in a safe operating condition, ensure the safety of students during transportation, loading and unloading from vehicle and do related work as required.

## **REPRESENTATIVE DUTIES:**

### **ESSENTIAL DUTIES:**

Drive a typical passenger car over a designated route according to an established time schedule; picks up and discharges students at residence and school locations in a safe and timely manner.

Advise special education students and other passengers of behavior requirements to enforce rules and regulations and maintain safety.

Assist special education students and other passengers to provide safe boarding to and from vehicles, including both normal transport and emergency situations.

Inspect assigned vehicle to ensure that the vehicle is in a safe operation condition; check all operating systems and equipment, brakes, fuel and oil gauge levels, tire pressure, fire extinguisher first aid kit, windows, locks, doors, buzzers, etc.

Attend meetings, trainings, etc. for the purpose of maintaining skills.

Clean assigned vehicle to maintain appearance, sanitation, and safety; remove trash, clean inside windows, seats, and general interior.

Clean and properly dispose of bodily fluids, including blood, urine, feces, etc.; properly disinfect assigned vehicle of all biohazards.

Prepare a variety of documentation – incident report, safety check, student count, mileage, etc.

Provide basic first aid as assigned by the position; arrange for emergency medical services as needed.

### **OTHER DUTIES:**

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- ▶ Safe driving practices.
- ▶ California motor vehicles code.
- ▶ Two-way radio codes; proper radio and telephone etiquette.

- ▶ Education Code applicable to the operation of vehicles in transporting schoolchildren.
- ▶ District Board policy applicable to the operation of vehicles in transporting school children.
- ▶ Health and safety regulations.
- ▶ Proper handling and disposal of hazardous materials.
- ▶ Basic computer operation.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Basic first aid.

**ABILITY TO:**

- ▶ Drive a vehicle exercising good judgment and safety precautions.
- ▶ Learn proper use of a two-way radio.
- ▶ Maintain appropriate discipline of student(s).
- ▶ Learn designated routes and traffic hazards.
- ▶ Analyze situations accurately and adopt an effective course of action.
- ▶ Recognize and report the need, if it arises, for vehicle maintenance or repair.
- ▶ Observe legal and defensive driving practices.
- ▶ Observe health and safety regulations.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written directions.
- ▶ Establish and maintain cooperative and effective working relationships with others.
- ▶ Prepare and maintain a variety of records and reports.
- ▶ Operate a computer terminal.
- ▶ Provide basic first aid.

**EDUCATION AND EXPERIENCE:**

Must be twenty-five (25) years of age or older with a good driving record and recent experience that confirms the ability to perform the tasks above. Previous knowledge of, and experience with, special education students of all ages preferred.

**OTHER REQUIREMENTS:**

- ▶ Valid California Driver's License.
- ▶ District DMV Pull authorization.
- ▶ Valid First Aid Certificate.
- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.
- ▶ Pass pre-employment physical exam and drug test.
- ▶ Regular drug testing (provided by District).
- ▶ Must attend all District designated training sessions including Special Needs Training.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- ▶ Driving a District vehicle to conduct work.
- ▶ Working with students/special education students.
- ▶ Seasonal heat and cold or adverse weather/traffic conditions.
- ▶ Shop environment when not driving.
- ▶ Regular exposure to fumes, dust, and odors.

**PHYSICAL DEMANDS:**

- ▶ Dexterity of hands and fingers to operate a vehicle.
- ▶ Sitting for extended periods of time.
- ▶ Seeing and hearing to perform driving duties.
- ▶ Hearing and speaking to communicate with passengers, dispatcher, and other staff.
- ▶ Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- ▶ Reaching overhead, above the shoulders and horizontally.
- ▶ Bending, crouching, kneeling and stooping.

**POTENTIAL HAZARDS:**

- ▶ Driving a District vehicle during adverse weather conditions.
- ▶ Changing traffic conditions.
- ▶ Working around or with machinery having moving parts.
- ▶ Exposure to/direct contact with bodily fluids/bloodborne pathogens.
- ▶ Exposure to chemical fumes and vapors such as gasoline and diesel fuel.