

RINCON VALLEY UNION SCHOOL DISTRICT

January 9, 2018

EMPLOYMENT OPPORTUNITY FOR CLASSIFIED PERSONNEL

POSITION: VAN DRIVER

LOCATION: District-wide

HOURS: 4 hours per day, Monday – Friday

STARTING SALARY: \$16.43 - \$18.07 per hour

SALARY: Range 15 \$16.43 - \$26.70 per hour

FINAL FILING DATE: Open until filled.

APPLICATION PROCEDURE FOR RINCON VALLEY UNION SCHOOL DISTRICT EMPLOYEES:

**Letter of interest to Debbie Takeda, Human Resources Officer
Updated resume**

APPLICATION PROCEDURE FOR ALL OTHERS:

APPLICATIONS FOR THE ABOVE POSITION ARE AVAILABLE AND BEING ACCEPTED AT THE

Rincon Valley Union School District Office
1000 Yulupa Avenue
Santa Rosa, CA 95405

VAN DRIVER

Summary:

Under direct supervision of Transportation Supervisor, operates a district vehicle to transport students to and from school.

Essential Duties and Responsibilities:

- Safely operate a district vehicle to transport general and special education students.
- Attends to the needs of a specific special education student or a group of special education students requiring transportation to and from school;
- Fulfills the specific transportation requirements for students as identified in the Individual Education Plan (IEP) and/or for students with disabilities or medical conditions.
- Follows assigned schedules and routes for pick-up and discharging students at designated schools.
- Attends to related clerical work or record keeping related to the special education students the driver transports.
- Assures that students get in and out of vehicle in a safe and orderly fashion.
- Supervises conduct of students being transported.
- Communicates, interacts, and relates with parents, teachers, co-workers, and students.
- Follows all district policies and procedures included health and safety rules and policies regarding the reporting of accidents and/or incidents.
- Operates a special ramp vehicle and/or load and unload students in wheelchairs, as required.
- Provides first aid or emergency assistance, as needed.
- Maintains daily records, as required.
- Attends to the cleanliness of the vehicle, as required.
- Performs pre- and post-trip inspections for each run.
- Participate in Pull Notice Program.

Knowledge and Abilities:

- Ability to follow safe driving practices.
- Provisions of California Motor Vehicle Code, the Education Code applicable to the operation of vehicles in the transportation of school students.
- Basic preventive maintenance requirements of automotive equipment, First Aid and CPR.
- Drive a vehicle safely and efficiently.
- Maintain order among students.
- Ability to follow oral and written direction.
- Prepare reports of operations.
- Maintain route time schedules.
- Ability to use two-way radio and communicate by telephone.

Education and Experience:

- Experience as a driver transporting groups of people is desirable.

Required License/Certificates:

- Possession of a valid and appropriate California driver's license.
- A safe driving record with the California Department of Motor Vehicles.
- Basic first aid and CPR certificates.
- Criminal Justice/Fingerprint clearance
- Mandated Reporter – required annually
- Verification of TB clearance

Pay Range: 15