



PERSONNEL COMMISSION

Class Code: 5280
Salary Range: 16 (C2)

VAN DRIVER – CATALINA ISLAND

JOB SUMMARY

Under general direction, drive a nine (9) passenger van on Catalina Island to transport students safely and efficiently to locations along a designated route; perform daily vehicle inspections; prepare a variety of records and reports related to assigned activities; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Pick up and drop off students in accordance with specified time schedules; observe legal and defensive driving practices; assure passengers wear seat belts. **E**
- Maintain order and discipline among students in the van and while entering and exiting the van in accordance with applicable District policies; prepare unsatisfactory student conduct reports as necessary. **E**
- Transport students, staff and parents on field trips, school events and other destinations; meet scheduled departure and arrival times; load and unload luggage, supplies and equipment including fieldtrip lunch containers. **E**
- Perform daily vehicle inspections; report mechanical malfunctions or other needed repairs to appropriate personnel; drive vehicles to mechanic shop for service and inspections; pick up and drop off school mail at the post office. **E**
- Maintain assigned van in a clean and safe operating condition; wash and clean van; check fluid levels; refuel and prepare van for operation. **E**
- Maintain a variety of records and reports related to assigned activities including daily vehicle condition, inspections and vehicle repairs. **E**
- Determine appropriate action in emergency situations according to established guidelines; contact emergency personnel; administer first aid to students as needed; prepare accident and incident reports as appropriate. **E**
- Attend safety meetings to maintain current knowledge of safety procedures and emergency equipment in the event of an illness, accident or breakdown. **E**
- Utilize and monitor a two-way radio; receive information regarding road and traffic conditions. **E**
- Communicate with site administrators, District staff and parents to coordinate activities, resolve issues and exchange information. **E**
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An incumbent in the Van Driver – Catalina Island classification drives a nine (9)-passenger van and begins their daily route at 5:30a.m. picking up students in Two Harbors, Catalina Island. The incumbent then drives to Middle Ranch to pick up additional students, drops the students off at Avalon School, and returns the students to Middle Ranch and Two Harbors after the school day ends. The classification is distinguished from the classification of Bus Driver in that the latter drives school buses of approximately 78-passenger capacity requiring possession of a California Class B driver's license with passenger and air brake endorsements, unrestricted California Special Driver Certificate for school bus operation, and a valid Medical Card.

EMPLOYMENT STANDARDS

Knowledge of:

Safe and defensive driving practices.
Applicable traffic and student transportation laws, codes and regulations.
First aid procedures.
Operation of a two-way radio.
Basic maintenance requirements of motor vehicles.
Basic record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

Ability to:

Drive a nine (9) passenger van safely and efficiently along a designated route.
Observe legal and defensive driving practices.
Maintain assigned van in a clean and proper working condition.
Maintain a safe discipline level among students.
Conduct required safety inspections.
Administer first aid.
Maintain routine records and reports.
Determine appropriate action within clearly defined guidelines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Operate a two-way radio.
Read and interpret maps.

Education and Training:

Graduation from high school or equivalent is desirable.

Experience:

Two years of experience operating a motor vehicle. Experience driving a passenger van or bus is highly desirable.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency by time of appointment and maintain certification throughout employment in this classification.

WORKING ENVIRONMENT

Nine (9) passenger van.
Evening or variable hours.
Traffic hazards.
Driving a vehicle during adverse weather conditions.
Exposure to fumes, dust, odors and oil/grease.

PHYSICAL DEMANDS

Sitting for extended periods of time.
Reaching, pulling and pushing to open van doors.
Bending at the waist, kneeling or crouching to inspect and wash vans.
Reaching overhead, above the shoulders or horizontally.
Seeing to monitor passengers and operate a vehicle.
Hearing and speaking to exchange information.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 7/30/2020