

**Oroville Elementary School District  
Job Description**

**JOB TITLE: VAN DRIVER**

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SALARY LEVEL:	22	DIVISION:	Classified
DEPARTMENT:	Maintenance/Operations	LOCATION:	District
REPORTS TO:	Director of Maintenance, Operations and Facilities		
APPROVED BY:	Board of Trustees	DATE:	September 6, 2002
		REVISED:	February 3, 2016

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**SUMMARY:** Under the direct supervision of the Director of Maintenance, Operations and Facilities, the van driver is responsible for the safe operation of a district van or vehicle over designated routes within an established time schedule; to transport students to and from school, functions or activities as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Drives a school van or transportation vehicle over assigned routes in accordance with an established time schedule.

Transports children, including those with special learning needs and physical handicaps, to and from school, functions or activities.

Maintains proper discipline of pupils on the vehicle and adheres to policies and procedures in maintaining appropriate student behavior.

Loads and unloads students safely at designated stops and on activity trips.

Stops traffic and escorts children across streets, as needed.

Sweeps, cleans and refuels vans.

Accurately logs and reports mileage to and from each destination or trip.

Reports any known mechanical problems to the supervisor of maintenance and operations in a timely manner.

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Demonstrates good judgment in the performance of duties.

Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma (preferred) or general education degree (GED). Additionally, any combination of training and experience which demonstrates the ability to perform the duties of the position, including prior work experience driving a school van with no chargeable accidents in the last three (3) years.

**LANGUAGE SKILLS:** Ability to read and interpret maps and directions. Ability to log and maintain routine mileage reports. Ability to communicate appropriately in situations requiring tact and diplomacy, and to maintain cooperative working relationships with fellow staff, students and parents. Ability to carry out oral and written directions.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide using whole numbers, common fractions and decimals. Ability to calculate percent and to compute mileage.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possess, at a minimum, a valid California Class C Driver's License; Hold or acquire valid First Aid and CPR certificates during the employee's first six months of service; Submit a 3-year driving history printout from the Department of Motor Vehicles, current within 30-days of employment. Employee will be registered by the employer in the "pull-notice" program through the Department of Motor Vehicles and the Department of Transportation's random drug testing program, as required by law.

**OTHER SKILLS AND ABILITIES:** Ability to complete routine mileage logs. Ability to interact with staff members, students, parents and others in an open, friendly and business-like manner.

**PHYSICAL DEMANDS:** 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. The employee must be free of alcohol and illegal non-prescriptive drugs.

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While performing the duties of this job, the employee is regularly required to stand and walk; Ability to walk on wet and uneven surfaces; Sit and drive for extended periods of time; Use hands to manipulate or feel objects, tools, or controls; Reach with hands and arms; Stoop, kneel, and crouch; Ability to push and pull objects. The employee is regularly required to exercise sufficient mobility to clean and climb in and out the van and to maneuver students into and out of the vehicle. Specific sensory ability such as perceiving the nature of sound; The ability to see near and far, and the possession of depth perception, color, and peripheral vision. The employee must be able to communicate orally and via radio or phone.

Drivers must be able to assist students entering and exiting the vehicle. The employee must possess sufficient strength to assist up to a 50-pound student in and out of appropriate seats.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works both indoors and outdoors, and in a vehicle; Work is performed in varying temperature conditions; Work is performed in an environment with constant noise. The employee may be exposed to gas fumes while fueling and driving the vehicle. The employee is in regular contact with staff, students, and the public.

The position demands that a person be mentally alert and physically capable of helping students, both ambulatory and non-ambulatory, in and out of vehicles and providing for their safety.

PCC:slc  
VAN DRIVER