

FORESTHILL UNION SCHOOL DISTRICT

Classified Personnel

DRIVER

DEFINITION:

Under the direction of the Transportation Supervisor to operate a vehicle (non-school bus) designed to carry less than ten (10) passengers over designated routes to transport students; to perform courier duties for the various school departments, and to do related work as required. This shall exclude transporting students to and from sporting events and field trips unless a bus driver is unavailable to do the work.

EXAMPLES OF DUTIES:

Drives a vehicle daily, over designated special education routes in accordance with time schedules, federal laws and codes, California State Laws and Codes, Individual Education Plan (IEP) requirements, and District policy;
Picks up and discharges students at designated stops in accordance with IEPs, laws, and requirements;
Maintains order among students; assisting the Transportation Supervisor, teachers, administrators, and IEP requirements with contracts for disciplinary problems;
Completes daily safety checks;
Maintains a variety of records as required;
Assists in maintaining vehicle in safe operating condition and writes repair orders as needed;
Installs chains when necessary;
Drives District vehicles, as directed.

REQUIRED QUALIFICATIONS:

Knowledge of the following:

1. Safe driving practices.
2. Provisions of the California Motor Vehicle Code and the Education Codes applicable to the operation of vehicles transporting school students.
3. First Aid practices.
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Ability to do the following:

1. Drive a vehicle safely and efficiently.
2. Maintain order among students riding in a vehicle.
3. Understand and carry out oral and written directions and maintain simple records.
4. Maintain cooperative relationships with those contacted in the course of work.
5. Meet required medical qualifications.

EXPERIENCE:

Two years of successful driving experience;
A clean DMV record indicating no moving violations for one (1) year.

EDUCATION:

Equivalent to completion of high school.

LICENSE REQUIREMENTS:

Possession of the following valid documents:

1. Appropriate California State Driving license.
2. Approved Medical Examination Certificate.

EVALUATION:

1. The evaluation of all drivers will be performed by the Transportation Supervisor, at least once a year.
2. The probationary period for all new drivers is twelve months.

MEDICAL CATEGORY:

Must be able to pass required physical (DL51 or legal equivalent).
Must meet the same drug screening requirements as bus drivers.

Approved: 01/09/07