

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**



**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Safe driving practices and techniques.
- District policies and procedures related to assigned function.
- Applicable sections of the California Motor Vehicle Code, State Education Code, Highway Patrol Handbook, and other state and federal laws.
- Local geography of metropolitan area or road maps.
- Basic maintenance requirements of vehicle and other equipment related to school transportation.
- Conflict resolution.
- First aid and CPR practices.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

**ABILITY TO:**

- Perform the basic function of the position.
- Perform skilled driving to operate a school van and other transportation equipment in a safe and efficient manner, exercising good judgment and extreme caution.
- Maintain appropriate licensing and required certifications to operate a school van.
- Maintain established time schedules.
- Comply with all vehicle codes.
- Prepare records related to mileage, pre-trip sheets, driving hazards, and incidents.
- Maintain order among students and passengers on the assigned vehicle.
- Learn a designated route, appropriate stops, and traffic hazards.
- Follow oral and written directions.
- Be patient and understanding with handicapped and special education students.
- Assist in lifting children when loading or unloading the van.
- Operate, maneuver, and/or control the actions of safety restraining and wheelchair lift devices.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Lift, carry, push and/or pull moderately heavy objects according to safety regulations.
- Operate a two-way radio system.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Outdoor and school van environment; drive in various road and weather conditions; noise from students in the van.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to exchange information in person, two-way radio, and by telephone; dexterity of hands and fingers to secure wheelchairs and assist students; see to monitor student activities and read a variety of materials; sit for extended periods of time when operating a transportation vehicle; walk, stand, and step up/down for extended periods of time; bend at the waist, crouch, and reach overhead, above the shoulders, and horizontally; physical strength and dexterity to pull children and evacuate them from a van in case of emergency or accident; and lift, carry, push, and/or

**SAMPLE HAZARDS:**

Traffic hazards when stopping traffic and assisting students, exposure to fuels, exhaust, and fumes from fluid used in the operation of equipment; exposure to chemical compounds used to clean equipment; exposure to surfaces of engine components being very hot, oily, and greasy; possible contact with blood-borne pathogens and bodily fluids; and occasional contact with dissatisfied or hostile individuals.