



Leadership • Collaboration • Support

**JOB TITLE: Student Transportation Driver**

**PEU Salary Schedule, Range 18**

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**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

To transport students to and from school within prescribed routes; to transport students on field trips authorized by school officials and parents; and to assure the safety of the student while a passenger in the school vehicle. Transports individual students in non-school bus vehicles following Federal transportation guidelines.

**JOB REQUIREMENTS AND QUALIFICATIONS**

- Possession of a California State Class C Driver's License.
- Possession of a safe driving record.
- Ability to obtain a Red Cross First Aid Certification.
- Possession of CPR certification.
- Knowledge of the California State Motor Vehicle Code and Education Code as it relates to the operation of vehicles in transporting school children.
- Knowledge of preventative maintenance requirements of automotive equipment.
- Ability to maintain order and proper discipline of student passengers.
- Ability to lift and carry special education children and specialized equipment.
- Ability to understand and follow both oral and written instructions.
- Ability to work effectively with others.

**EXAMPLES OF DUTIES**

- Drives a school transportation vehicle (non-school bus) within prescribed route(s), picking up students at designated stops.
- Escorts and assists students on and off vehicle and across the streets when necessary.

- Lifts students in and out of vehicle.
- Maintains order and proper discipline of student passengers.
- Maintains vehicle in clean and safe operating condition including checking fuel, oil, and tires as necessary.
- Checks out and files reports on need for mechanical repairs when necessary.
- Completes periodic mileage reports and timesheets.
- Evacuates vehicle in safe and timely manner when necessary.
- Performs related duties as required. Examples may include: field trips/activities, in-services, answering phones, monitoring radio, picking up and delivering vehicles, routine shuttles, and mail pick up.

This work consists of moderately complex and responsible physical duties. Both initial and random drug and alcohol testing are required for this position. Driver must maintain negative drug and alcohol test results.

**SUPERVISION RECEIVED**

Employees in this classification receive general supervision within a well-defined framework of standard policies and procedures.

**SUPERVISION EXERCISED**

None

**PHYSICAL ACTIVITY REQUIREMENTS**

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (20%)                      Walking (10%)                      Sitting (70%)

Body Movement (Frequency):

None (0)    Limited (1)    Occasional (2)    Frequent (3)    Very Frequent (4)

Lifting – lbs. (0-40)                      Lifting (3)                      Bending (3)

Pushing and/or  
Pulling Loads (3)                      Reaching  
Overhead (2)                      Kneeling or  
Squatting (2)

Climbing Stairs (4)                      Climbing Ladders (2)