



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION CAR DRIVER

### DEFINITION:

Under general supervision of the Director of Transportation, this position is responsible for safe and secure operation of a transportation vehicle over designated routes within an established time schedule, and to transport students to and from school and on special event trips.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Drive a transportation vehicle over assigned routes in accordance with an established time schedule.
- Report unsafe road conditions.
- Transport students to and from school.
- Load and unload students safely at designated stops and on study trips.
- Inspect vehicle daily, before use, to ascertain that it is in safe condition, equipped as required by all provisions of law, and that all equipment is in good working order.
- Complete Daily Car/Van Checkout.
- Perform other duties as assigned.

### EXPERIENCE AND EDUCATION REQUIREMENTS:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying.

- Equivalent to the completion of twelfth grade.
- Valid California Driver's License.
- Clean driving record as evidenced by Department of Motor Vehicles printout.
- Current CPR/First Aide or ability to obtain one within a reasonable timeframe.
- Experience working with children who have special needs is highly desirable.

### KNOWLEDGE OF:

- Tehama County roads and freeways.
- Safe driving practices and techniques.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting, pulling, and pushing techniques to ensure safety of students and staff.
- Department operations and policies.
- California driving laws.

### ABILITY TO:

- Maintain confidentiality.
- Demonstrate temperament appropriate to the transportation of students with disabilities.
- Provide safe and secure transportation assistance for students with physical, medical, educational, and emotional disabilities while riding a school bus or orthopedic transportation vehicle.
- Maintain consistent, punctual, and regular assistance.
- Demonstrate a high degree of positive contact with assigned students.
- Remain alert and responsive in order to appropriately respond to students' needs.
- Provide first aid care to students as needed.
- Follow oral and written directions.





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- Work with a minimum level of supervision.
- Maintain composure under a variety of stressful conditions.
- Within scope of first aid training, identify and respond to student health needs.
- Recognize and follow chain of command.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 40 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

**HRS Office Use Only**

Created: November 1, 2010 Revised: July 5, 2018

**APPROVED**

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: *Noelle DeBortoli*

Date: July 5, 2018