

**RIVER DELTA UNIFIED SCHOOL DISTRICT
CAR DRIVER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To drive a car while transporting students and to perform a variety of tasks relative to the assigned areas of responsibility. This position is intended to serve as the entry level position in the Bus Driver Series. Persons hired in the positions of Car Driver may be in training for the duties of Bus Driver, but they need not be pursuing certification as a Bus Driver in order to qualify for employment in this position. The Car Driver position is limited to transporting a maximum of four pupils.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director or Supervisor of Transportation.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform safety check on cars; identify defects and record on appropriate form.
2. Drive cars on designated route according to established time schedules.
3. Maintain cleanliness of vehicles inside and out.
4. Assure that driver and passengers use seat belts at all times.
5. Conduct car evacuation drills; review rules, regulations and procedures with students.
6. Maintain mileage and fueling records for an assigned car.
7. Learn laws and regulations pertaining to pupil transportation.
8. Assist children with special needs as necessary at pickup, in transit and upon arrival.
9. Operate a mobile radio and/or cellular phone.
10. Perform related duties and responsibilities required.

Marginal Functions:

1. Participate in parent conferences as necessary.
2. Administer First Aid.

QUALIFICATIONS

Knowledge of:

Operational characteristics of cars.

First aid/CPR methods and techniques.

Pertinent Federal, State and Local Laws, codes and regulations.

Standard safety precautions.

Ability to:

Read maps; follow oral and written instructions.

Operate a car.

Ability to successfully complete a four-hour course on defensive driving techniques.

Perform preventive maintenance check on cars.

Supervise pupils and implement discipline as necessary.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for successful job performance.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain physical conditions necessary for successful job performance.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Experience operating cars.

Training:

Equivalent to completion of the twelfth grade. Bilingual (Spanish preferred) skills desired, not required.

Must complete a four-hour defensive driving class and approved First aid/CPR class within 60 days of selection for employment in this position.

License:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

WORKING CONDITIONS

Environmental Conditions:

Field environment; drive a car; exposure to petroleum chemicals and fumes.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting, standing, stooping, or bending for prolonged periods of time; light to moderate lifting; operating motorized vehicles.