



JOB DESCRIPTION

PART-TIME TRANSIT VAN DRIVER

THE POSITION

This position is responsible for the transportation of persons enrolled in various District programs or services and/or employees to and from District facilities and events. Passengers may include participants and/or employees in the District's alternative recreation program (developmentally disabled), before and after school clubs, day camps, youth and adult sports, preschools, teen activities, age 50+ excursions, employee functions and special events. The position operates a 14-passenger vehicle and performs semi-skilled and unskilled work. The position follows safe and efficient driving practices, adhering to the laws, rules, regulations and policies pertaining to transportation. Hours and schedules for this position will vary and may include some evenings, weekends and holidays. Position may also serve as staff member to assist with activity programming that occurs at destination locations.

EXAMPLE OF DUTIES

The essential functions of the job include but are not limited to: Operating a diesel or gasoline driven transit van over scheduled routes and within scheduled timeframes; picking up and dropping off passengers at various pre-determined locations; helping monitor the conduct of passengers while being transported, entering and exiting the vehicle, and escorting passengers across streets when necessary to ensure their safety; maintaining and/or monitoring the equipment so that it is clean and in safe condition, which includes keeping the windows clean, sweeping the interior, removing any items left in the transit van to District's offices for passengers' pickup. Position also makes routine inspections of the vehicle to ensure everything is in good operating order, which includes checking the brakes, gas and oil levels, fire extinguisher, seat belts, doors, windows, wipers, transmission, lights, first aid kit, and other safety features. Position reports any unsafe findings or damage immediately to the appropriate District personnel, which may include taking vehicle to mechanic to be serviced for repairs and/or maintenance; also reports any accidents and/or injuries to appropriate District personnel. Position also maintains records and logs (on travel time, mileage, gas, purchases, passengers served, traffic accidents, and passenger injuries) and prepares applicable reports, and performs other related duties as assigned. Position may drive unoccupied transit van to transport supplies or materials to District facilities or designated event locations. Position may also assist with activity programming that occurs at destination locations.

The position may perform other related work as required.

EMPLOYMENT STANDARDS

License/Certifications:

- Valid CA Motor Vehicle Class B Driver's License and Passenger Endorsement, with excellent driving record
- Standard Red Cross First Aid Certificate and CPR Certificate desirable

Knowledge/Skills/Abilities:

- Graduation from high school, or G.E.D. equivalent
- Understanding and ability to apply safe driving practices
- Basic preventative maintenance of automotive equipment
- Ability to detect damage to vehicle and/or improper functioning of its mechanical systems

- Knowledge of state and county traffic and motor vehicle regulations
- Ability to work with all age groups
- Ability to follow and carry out oral and written directions
- Ability to maintain order and compliance with safety rules and procedures
- Ability to organize time schedules, keep records and prepare reports
- Ability to work under pressure and meet deadlines
- Must wear safety equipment (safety belt).

PHYSICAL REQUIREMENTS

It is expected that this position will require standing and walking approximately 20% of the time or more; occasional lifting, carrying and occasional push/pulling loads of up to 40 pounds; some bending and occasional kneeling/squatting, reaching overhead/stretching; occasional to frequent climbing stairs. Visual requirements must meet DMV's standards.

EQUAL OPPORTUNITY EMPLOYER

All aspects of employment and promotion shall comply with the principle of Equal Employment Opportunity.