

School Transportation Driver

(Up to 10 passenger vehicle)

Department Transportation

Direct supervisor (position) School Transportation Manager

Position Summary

Under direct supervision of the Transportation Manager, the School Transportation Driver safely operates United Auburn Indian Community vehicles transporting students, Tribal members and staff to school and various other locations.

Job Functions

Essential Functions

- Drive a UAIC vehicle safely over designated routes to transport students to and from destinations in accordance with time schedules
- Transport students and teachers on fieldtrips to various locations, which may include overnight and long-distance trips
- Maintain order among students being transported while following UAIC policies regarding the disciplining of students and contact with parents and other persons
- Perform pre and post vehicle inspections to ensure proper operating condition according to procedures; adhere to prescribed Transportation Department's standards, and comply with proper safety standards
- Keep records of mileage, fuel, and oil, and prepare reports of driving hazards and incidents
- Maintain an updated directional route sheet with current contact information (left and right instructions)
- Establish and maintain effective communication and working relationship with all departments, parents and students
- Perform vehicle maintenance activities to uphold vehicle safety compliance
- Service vehicle daily with gas and oil, and check tires and battery
- Perform routine interior and exterior cleaning of vehicle

Non-essential Functions

- Assist other department as needed during non-driving times
- Perform related duties as assigned

Knowledge, Skills, and Abilities

Knowledge

- Knowledge of the California Motor Vehicle Code and Education Code applicable to operation of Class B vehicle
- Knowledge of CPR, AED and first aid practices and procedures
- Knowledge of regional and California metropolitan geographies

Skills

- Possess and maintain a valid California Driver's License Class A or B passenger endorsement
- Safe driving practices

- Exercise good judgement and caution in challenging traffic situations and interaction with children
- Excellent interpersonal skills
- Possess a strong sense of direction
- Time management skills

Abilities

- Provide a ten (10) year driving history from an authorized source. In California, a DMV Driver's License Record is the preferred source of this information.
- Driver's License Records will be screened for the following criteria:
 1. Points
 2. Accidents
 3. Moving Violations
 4. DUI/DWI
- Insurable under the UAIC motor vehicle insurance policy
- Ability to clear all necessary background checks and subject to random drug screens once employed and physical exams
- Ability to hold a current DOT medical certificate
- Valid California driver's license is required
- Ability to perform first aid and hold a current First Aid, CPR and AED certificate
- Ability to effectively use GPS technology
- Ability to read and interpret maps
- Ability to remain focused and attentive at all times
- Ability to safely drive in extreme weather conditions such as rain, wind, thunderstorms, snow and heat.
- Attention to detail and ability to follow written and verbal directions
- Ability to work effectively with others as a team, as well as ability to be an efficient individual contributor, who can work well independently
- Ability to communicate tactfully and effectively, both verbally and in writing

Qualifications

Minimum requirements

- Education:
 - High school diploma or equivalent
 - Valid Class B license with passenger endorsement

Preferred qualifications:

- 2 or more years of experience driving children in a professional capacity

Working Conditions

Ability to drive and transport children in a UAIC designated vehicles requires physical ability in driving and walking to, from and around locations in temperature extremes, such as heat in excess of 100 degrees F, and cold below 20 degrees F. Ability to also work in an office setting within close surrounding of others. While performing duties, employee is frequently required to sit; use hands to finger, to handle, pinch, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally

lift or move up to 50 pounds. Specific vision abilities required by the job, with or without correction, include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Special Requirements

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence. Indian Preference does apply.

Please email all resumes to resume@auburnrancheria.com or fax resumes to:
(530) 878-5445.

Must type School Transportation Driver in subject line to be considered