

# **School Transportation Driver**

## **(Up to 10 passenger vehicle)**

### **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; this may include overnight and long-distance trips
- Maintain order among students being transported, while following school policies regarding the disciplining of students and maintaining contact with parents and other designated individuals
- Perform pre-trip and post-trip vehicle inspections to ensure proper operating condition, according to established procedures
- Adhere to the Transportation Department's prescribed standards, and comply with all applicable safety standards
- Keep mileage, fuel, and oil records; prepare reports of driving hazards and incidents
- Maintain an updated route sheet
- Establish and maintain effective communication and working relationships with students and parents, as well as all departments involved in the transportation program
- Perform vehicle maintenance activities to maintain 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; provisions

- Exercise good judgement and caution in challenging traffic situations and in interactions with children
- Display excellent interpersonal skills and a high level of customer service
- 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 mandatory physical exams; subject to random drug testing once employed
- Ability to hold a current DOT medical certificate
- 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 in all situations
- 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 with passenger endorsement
- Experience:
  - 1 year of experience driving a 12-passenger van or other passenger vehicle of larger capacity

##### 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 vehicle requires physical ability in frequent driving and walking more than half a mile to, from, and around locations in temperature extremes, such as heat in excess of 100 degrees F, and cold below 20 degrees F. Road conditions may be hazardous, especially in the event of inclement weather. Ability to also work in an office setting while closely surrounded by 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. Infrequent exposure to high noise level. The employee must occasionally lift, move, push or pull 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.

**This position is 30hrs/week with Full Benefits**

**Please visit <https://www.auburnrancheria.com/careers/> to apply**