



STOCKTON UNIFIED SCHOOL DISTRICT
Human Resources Department

TITLE:	Van Driver	REPORTS TO:	Chief Business Official or designee
DEPARTMENT:	Transportation	CLASSIFICATION:	Classified
FLSA CLASSIFICATION:	Non-Exempt	WORK YEAR:	11-Month
BOARD APPROVED:	3/11/2025	SALARY RANGE:	CSEA 885 / Range 35

BASIC FUNCTIONS:

Safely operates a school vehicle on designated routes to transport students/passengers to and from school sites and/or designated service locations. Provide transportation from neighborhood pick-up sites to school and return, or from home addresses to school sites for Special Education or students who require services outside District boundaries. Ensures the safety of all passengers and ensures the vehicle is in safe operating conditions at all times.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from Chief Business Official or designee as well as receive guidance and technical instruction from School Bus Driver Specialists and Route Planners.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or ability associated with this classification, but is intended to accurately reflect the principle job elements.

ESSENTIAL DUTIES:

- Drive a school vehicle safely along designated routes transporting students to and from schools or other authorized assignments; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations. *(E)*
- Maintain order and discipline of students/passengers; resolve disputes; document and report disciplinary cases; prepare related reports as necessary. *(E)*
- Determine appropriate action in emergency situations according to established guidelines; administer first aid to passengers as needed. *(E)*
- Conduct required daily safety and operational inspection of assigned vehicles; inspect the interior, exterior and engine of vehicles to assure safe operational condition; report mechanical malfunctions or other problems as required; prepare and maintain related records. *(E)*
- Maintain vehicles in a clean and safe operating condition including exterior/interior of school vehicles; refuel vehicles as needed, report mechanical repairs needed to assigned vehicles; service and prepare vehicles for operation. *(E)*
- Maintain a variety of records and reports, including but not limited to mileage, routing, maintenance, time schedules, daily inspection reports, and/or timecards. *(E)*

- Attend mandatory meetings, programs and in-service training as assigned. *(E)*
- Operate a two-way radio to maintain communication to and from Dispatcher's office; notify Dispatcher of delays or changes that occur in schedule route; may assist with other routes when breakdown or other unusual circumstances occur. *(E)*

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Safe driving practices.
- Provisions of the California Vehicle Code and the Education Code applicable to the operation of vehicles in transporting students.
- First Aid Practices.

Ability to:

- Comprehend complex concepts and systems related to heavy vehicle operations.
- Work effectively in the absence of supervision.
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Drive a school vehicle safely and efficiently.
- Learn and observe legal and defensive driving practices.
- Maintain a safe discipline level among passengers.
- Learn and follow designated routes.
- Conduct safety inspections and perform routine preventive maintenance.
- Maintain a school vehicle in clean and proper working condition.
- Comprehend and follow equipment instructions for student assistive devices such as wheelchairs, car seats, harnesses, etc.
- Assist in loading and unloading students with special needs.
- Administer First Aid.

- Operate a two-way radio.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Respond appropriately to feedback, direction, and evaluation.
- Prepare and maintain routine records and reports.
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Participate in various job-related activities, professional growth training, and workshops.
- Exercise sound judgment.
- Learn and perform basic math.
- Learn and perform record-keeping techniques.
- Ability to work with minimum supervision to obtain effective results.

Education and Experience:

- Any combination equivalent to graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

License, Certifications and Other Requirements:

- Valid California Class C driver's license and a DMV report (within 30 days of hire).
- Valid First Aid Certificate issued by an authorized agency.
- Fingerprinting through SUSD PD.
- Tuberculosis clearance.

WORKING CONDITIONS

Environment:

- Indoor/Outdoor environment subject to changing temperatures.
- Driving a vehicle to conduct work.
- Direct contact with the public, students, and other District staff.
- Regular exposure to noise, gases, fumes, dust and drafts, etc. when the vehicle is in operation.

Physical Demands:

Employees in this classification must have/be able to:

- Sit for prolonged periods of time.
- Stand and walk for short periods of time.
- Occasional bending/stooping; squatting/crouching.
- Occasional reaching overhead, above/below shoulders, and horizontally.
- Occasional pushing/pulling, lifting, and maneuvering objects such as wheelchairs with students with a broad range of body weights.
- Frequently bend/twist the neck to adequately monitor students and traffic conditions.
- Lift and/or support/drag up to 150 pounds for short periods of time.
- Climb 3 feet of steps into/out of the bus.
- Requires continuous use of hands, arms, feet, and legs to push/pull or activate essential controls (pedals, levers, and knobs) in recurring operational motions.
- Requires a range of simple grasping to firm grasping in order to seize, hold, grasp, turn, or otherwise work with hands to turn the steering wheel, shift gears, and/or manipulate mechanical levers and controls; as well as to position students in their car seats and/or infant seats; to fasten car/infant seat harnesses and/or belts; to secure students to their wheelchairs or car seats; and to secure the wheelchairs or car seats to the bus.
- Hear with or without assistive devices sufficient to hear students, receive communications on radio, and hear outside noises, sirens, horns, brakes, etc., that are necessary to operate the bus safely.
- Speak with or without assistive devices sufficiently, professionally, and politely to give instructions/commands to students, speak professionally and politely to parents and other staff.
- Visual acuity with or without assistive devices sufficient to pass the driving test, read signs, road hazards, and to be able to operate the bus safely in reduced visibility conditions.

Hazards:

- Exposure to blood-borne pathogens and bodily fluids; exposure to students/parents being physically aggressive and non-compliant.