

**Imperial Unified School District
SPECIAL EDUCATION DRIVER**

DEFINITION

Under general supervision, drives a car/van to transport children on assigned routes or non-public school in/out of Imperial County.

DUTIES

Operates a car/van on designated routes in accordance with a time schedule; Transports special education pupils, teachers, and staff on field trips; Boards and discharges passengers and assists in the safe loading and unloading of equipment; May lift handicapped children in and out of car/van; Enforces district policy and procedures in maintaining discipline; May provide car/van evacuation and safety instruction to pupils and school staff; Regularly inspects operating safety of car/van and reports maintenance needs; Prepares and submits daily and weekly reports of mileage, time, student ridership, and car/van inspection; May fuel and provide minor service to car/van; Maintains window and interior cleanliness of car/van on a daily basis; Assists in providing first aid for students in emergencies; Uses and assists in using a variety of emergency and safety equipment, such as fire extinguishers, first aid kit, strap cutters, two-way radio, parking brake, manual/automatic wheel chair lift, harness/restraints, d-ring belts, car seats, and other adaptive equipment as necessary. Performs other duties reasonably related to job classification.

MINIMUM QUALIFICATIONS

KNOWLEDGE: Skill in operating a car/van safely under varied and complex traffic conditions; Knowledge of traffic laws; Section of the California Education Code applicable to the operation of vehicles in the transportation of school children.

ABILITY: Drives a car/van safely and efficiently; Rapidly learn city streets and topography; Personality and character traits suited to supervision and care of children passengers aboard the car/van and the maintenance of discipline en route; Strength sufficient to lift heavy children in and out of restricted spaces, read and interpret a map, read and write in English at a level sufficient to successfully perform

Special Education Driver

required duties, understand and carry out both oral and written instructions in an independent manner.

EXPERIENCE: None required.

EDUCATION: High School Diploma

OTHER: Possess a valid California motor vehicle operator's license. Acceptable driving record, provide a DMV H-6 report. CPI training desirable; Valid First Aid and CPR certification.

NORMAL TERMS OF SERVICE

Three to eight hours per work day, 2 hour lunch per day, ten months per year.

IMMEDIATE SUPERVISOR(S)

Transportation Supervisor
Bus Mechanic/Dispatcher

REPORTING SUPERVISOR

Transportation Supervisor

REVIEWING OFFICER

Transportation Supervisor

APPROVED: 7/18/13