

TUCSON UNIFIED

SCHOOL DISTRICT

Code: 52703
Unit: On-Call
Grade Min Wage
FLSA: Non-Exempt

CLASSIFICATION

ON – CALL VAN DRIVER

SUMMARY

Ensures students are transported to and from school, athletic events, field trips and other TUSD activities on an as-needed basis. This position does not serve permanent assigned routes. Position is responsible for transportation safety, regulatory compliance and student management. Performs all duties and related tasks as assigned or directed from supervisors, dispatch or management. On –call van driver positions are not considered full- or part- time regular positions. Job assignment and length can and will frequently change per management direction. There are no guaranteed hours.

MINIMUM REQUIREMENTS

Five years previous driving experience required

Ability to demonstrate mechanical skills as needed.

Must not have accrued eight (8) or more points against driver's license within past two (2) years.

Speak, Read and Write English.

Internal candidates only

ADDITIONAL REQUIREMENTS AFTER HIRE

Valid Arizona Driver's License, Class D or higher, - Additional mandatory training is provided by the district
Post-Offer/Pre-employment ADOT Medical Certificate with Lift Test required (At employee's expense)

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

Must obtain 1st Aid/CPR certification

Must submit to a post-offer/pre-employment drug/alcohol screen

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Ensures children are transported to and from school, athletic event, field trips and other TUSD activities as directed.

Determines if parent or guardian of children who must be met are at destination point. Ensure students are delivered to proper drop-off points.

Completes bus safety pre-trip inspection before driving van, to ensure equipment is in proper working condition. Reports repairs needed and add fluids as needed such as fuel, oil and water.

Cleans and sweeps the inside of van to include floor, seats and front and rear windows.

Transports students according to route card(s) and/or dispatcher/supervisor/manager directions.

Maintains records and oversees record keeping for vehicle.

Maintains discipline and order of children and other passengers while on bus. Prepares student conduct reports as needed.

Operates a two-way radio to maintain contact with dispatcher.

Attends mandatory training meetings as required.

Maintains logs of mileage.

When required, submit "student count" data as directed.

Communicates with school personnel as needed, such as with Principals, Teachers, Monitors and Teacher Assistants.

MENTAL TASKS

Communicates. Comprehends. Performs functions from written, and oral instructions and from observing others.

Strong customer service skills recommended.

PHYSICAL TASKS

Work involves the performance of duties where considerable physical exertion is required as a normal part of the job. Assistance is normally available to perform unusually physical demanding tasks. Work may involve lifting and carrying objects weighing as much as 50 pounds up to 50 yards as a regular part of the job. Climbing, stooping, bending, reaching, walking and sitting for extended periods of time may be required as a normal part of the job. Employees must not have any limitations of motion, and vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AID, TOOLS, MATERIALS

Uses radio equipment. Operates a standard or automatic transmission vehicle.

WORKING CONDIIIONS

Exposure to noise, dust and fumes. Contact with students, employees and public. Exposure to all weather/climate conditions and temperatures.

CONTROL, SUPERVISION

None.