



**ORCUTT UNION SCHOOL DISTRICT
CLASSIFIED NOTICE OF VACANCY**

500 Dyer Street
Orcutt, CA 93455
(805) 938-8900

September 7, 2023

- POSITION:** DRIVER
4.00 hours
- SALARY:** \$19.24 - \$24.55 per hour
- QUALIFICATIONS:** See job description
- LICENSES & CERTIFICATES:** First Aid and CRP Certification must be obtained
- TO APPLY:** Submit an application (if one is not on file with the Human Resources Department) and/or letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent/Human Resources, at the above address.
- APPLICATION DEADLINE:** Open until filled
- INTERVIEW:** Selected applicants will be notified

Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.

General Requirements Upon Offer of Employment

The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States

Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.

State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.

"The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex or sexual orientation in the educational programs or activities which it operates"

****AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER****

ORCUTT UNION SCHOOL DISTRICT

CLASS TITLE: DRIVER

BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations and Transportation, drive a district vehicle to transport children between home and school; provide the general servicing and cleaning of assigned vehicles.

REPRESENTATIVE DUTIES:

Drive a district vehicle in accordance with time schedules, transporting students as assigned. *E*

Conduct pre-trip safety inspections of vehicle, including checking items such as oil gauges, windshield wipers, emergency exits, horns, tires, lights brakes and turn signals. *E*

Prepare periodic reports regarding vehicle servicing and operation and reports regarding special trips completed; maintain daily records of pupils transported, mileage and driving hours. *E*

Service vehicle with gas and oil, check and fill tires and batteries; wash vehicle and clean interiors. *E*

Maintain order among students on vehicle; control loading and unloading of vehicle to assure passenger safety; report student misconduct according to established procedures. *E*

Operate a two-way radio and specialized equipment designed to accommodate special education students. *E*

Administer first aid to ill or injured students as needed and in accordance with established guidelines. *E*

Perform vehicle safety evacuation exercises with students involving lifting heavy objects as required; attend periodic safety meetings. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe driving practices

Basic First Aid procedures

Record keeping techniques

City streets and locations

Interpersonal skills using tact, patience and courtesy

Operation and general maintenance of district passenger vehicles

ABILITY TO:

Drive a vehicle safely and effectively

- Maintain discipline of students
- Understand and follow oral and written directions
- Read, interpret and follow rules, regulations, policies and procedures
- Meet schedules and time lines
- Establish and maintain effective working relationships with others
- Maintain records and prepare reports
- Observe legal and defensive driving practices
- Read and interpret a road map

EDUCATION AND EXPERIENCE:

High school diploma or equivalent

LICENSES AND OTHER REQUIREMENTS:

- Valid California Drivers License
- Valid Medical and First Aid certificate
- Valid CPR certificate

WORKING CONDITIONS:

ENVIRONMENT:

- Motor vehicle and outdoor environment
- Drive a vehicle to school and other locations

PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and provide training instructions
- Reaching overhead, above the shoulders and horizontally
- Bending at the waist, kneeling or crouching
- Lifting moderate to heavy objects when performing evacuation exercises

HAZARDS:

- Vehicle exhaust and fumes
- Driving a vehicle during adverse weather conditions
- Traffic hazards