



## **DESCRIPTION**

Operate Rancho Cielo bus and vans to assure safe transportation of program participants to and from various destinations.

## **EMPLOYMENT CLASSIFICATION: Non-exempt, Part-Time**

### **SUPERVISION RECEIVED AND EXERCISED**

Supervised by the Culinary Program Coordinator

### **EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

- In conjunction with the Program Coordinators, develops an appropriate morning and afternoon route to transport participants from multiple Rancho Cielo programs to and from campus each school day.
- Drives regular route each school day (morning and afternoon)
- Manages driving routes, using good judgment in agreeing to pick up additional participants who call for morning rides
- Ensure participants riding the bus arrive on campus prior to program start time
- May drive to and from special events on an as-needed basis
- Assumes responsibility for care and maintenance of bus. Washes bus exterior and cleans interior. Alerts fleet manager when vehicle maintenance and repair is necessary.
- Maintains bus inspection and log
- Maintains service log for bus
- Works safely and abides by established safety rules
- Oversee participant behavior on the bus and enforce behavior rules; adequately document inappropriate participant behavior
- Performs other duties as required

### **STANDARDS & QUALIFICATIONS**

- California Class B Driver's License with a Passenger Endorsement preferred
- Must be 18 years of age or older, with a clean driving record

#### ***Knowledge of:***

- Rules and regulations involved in the safe and efficient operation of automotive equipment
- Basic automotive maintenance procedures
- CPR/First Aid certification desirable

#### ***Ability to:***

- Operate a van or small bus
- Adhere to all traffic laws
- Understand and follow oral and written instructions
- Work in a team environment
- Work in an enthusiastic and encouraging way with young people
- Maintain a safe and productive work environment
- Maintain appropriate professional boundaries with all students
- Establish and maintain accurate records and prepare reports

- Successfully pass a pre-employment drug test, as well as upon reasonable suspicion and post-accident drug and alcohol tests.
- Maintain a sense of humor!!