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!!