



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 West Acacia Avenue – Hemet, CA 92545 - (951) 765-5100

## **AUTOMOBILE DRIVER – TRANSPORTATION**

### **JOB SUMMARY**

Under general supervision, a person who operates an automobile over designated routes transporting school children with special needs, and does other related work as required.

### **ESSENTIAL FUNCTIONS**

Drives a car daily, or as assigned over designated routes transporting children to and from school; maintains order among children in the car and at pick-up and drop-off locations; follows District policies in dealing with the discipline of pupils and contact with parents, staff, and general public; observes all rules and regulations of the District and state laws and regulations regarding transportation of pupils in a safe and efficient manner; also responsible for keeping vehicle clean and fueled.

### **LICENSE/REQUIREMENTS**

Must possess a current, valid California Drivers' License, a valid, up-to-date Medical Examiner's Certificate, a First Aid and CPR Certificate. Current DMV printout required.

### **EDUCATION**

High School diploma or general degree (GED), and possession of the knowledge and abilities listed above.

### **SPECIAL REQUIRMENTS**

- **Experience:** One year of paid or volunteer experience working with children of various age levels requiring a specialized learning environment.
- **Knowledge of:**
  - \* Safe driving practices;
  - \* First Aid practices.
- **Ability to:**
  - \* Deal effectively with children with special needs;
  - \* Maintain a pleasing personality and to get along well with children and adults;
  - \* Maintain simple records;
  - \* Work independently without supervision;
  - \* Communicate clearly and concisely, both orally and in writing;
  - \* Establish and maintain cooperative working relationship with those contacted in the course of work.