Mobility Assistant/Van Driver

BASIC FUNCTION:

Under the direction of an assigned supervisor, safely transport disabled students in compliance with Americans with Disabilities Act (ADA) requirements.

REPRESENTATIVE DUTIES:

1. Safely transport disabled students in compliance with ADA requirements.
2. Operate a specially adapted van over an assigned route; pick up disabled students at designated stops; operate hydraulic lift for students as necessary; assist student on and off the van as necessary.
3. Assist students to and from classes; serve as a guide for visually impaired and injured students; provide mobility orientation assistance for new students.
4. Coordinate pick-up schedule and maintain log of students receiving services.
5. Provide assistance for special education testing services; pick up and deliver academic tests for the testing services office.
6. Pick up and deliver mail for Special Education program and off campus sites.
7. Perform safety inspection on vans and adaptive equipment and assure completion of necessary repairs.
8. Communicate with District staff regarding van repairs, mail delivery and student transportation needs.
9. Maintain a variety of files and records.
10. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. California Motor vehicle code.
2. Record-keeping techniques.
3. Oral and written communication skills.
4. Interpersonal skills using tact, patience and courtesy.
5. Basic First Aid procedures.
6. Health and safety regulations.
7. Safe driving techniques.
ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Operate a specially adapted van.

3. Assist handicapped students on and off the van.

4. Operate a hydraulic lift.

5. Inspect, operate, service and make minor repairs on equipment.

6. Understand and follow oral and written directions.

7. Communicate effectively both orally and in writing.

8. Maintain routine records.

9. Observe legal and defensive driving practices.

10. Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: One-year bus/van driving experience.

LICENSES AND OTHER REQUIREMENTS:

1. Valid California Class B driver’s license.
2. Valid First Aid and CPR certificates.

WORKING CONDITIONS:

ENVIRONMENT:
1. Outdoor environment.
2. Driving a vehicle to conduct work.

PHYSICAL ABILITIES:
1. Hearing and speaking to exchange information.
2. Seeing to monitor students.
3. Sitting for extended periods of time.
4. Bending at the waist, kneeling or crouching.
5. Reaching, pulling and pushing to open bus doors and move wheelchairs.

HAZARDS:
1. Driving a vehicle during adverse weather conditions.
2. Traffic hazards.

DATE APPROVED: Revised April 8, 2002
RANGE: N-33
EEO-CATEGORY: H-70