

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Family in Transition (FIT) Driver

BAND	GRADE	SUBGRADE
A	1	1
DEPARTMENT: Transportation	ACCOUNTABLE TO: Transportation Supervisor	FLSA STATUS: Non-exempt
<p>CLASS SUMMARY: Incumbents are responsible for driving district vehicles, other than school buses, for the transportation of homeless students on non-scheduled routes and irregular schedules, between district schools and their assigned shelter locations. Duties include: inspecting vehicle and informing supervisor of any discrepancies; driving and fueling vehicle; cleaning the interior of the vehicle to include the removal of trash, vehicle window cleaning; monitoring the behavior of students and providing safety to the students; and, writing and maintaining required reports such as incident, referral, mileage and VDRs (vehicle discrepancy reports.)</p>		
<p>DISTINGUISHING CHARACTERISTICS: The FIT Driver is the first level of two Driving series positions. The FIT Driver is distinguished from the CDL Bus Driver in that the FIT Driver position does not drive school buses and requires a regular Class D driving license.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Transports children, to include use of seat belts, safely and timely between district schools and shelter locations.	Daily	A1
2.	Monitors children and prepares documentation for minor and major disciplinary problems to be administered by the school administration.	Daily	A1
3.	Inspects and fuels vehicle and ensures that safety guidelines are followed; ascertains vehicle systems readiness notes any damages.	Daily	A1
4.	Cleans the interior of the district vehicle to include washing windows, picking up trash, dusting, and sweeping out the vehicle. May also require transporting the vehicle to a local car wash location.	Daily	A1

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Family in Transition (FIT) Driver

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
5.	Completes required daily forms including time sheets, mileage reports, vehicle discrepancy reports (VDR), Student incident and Referral reports, accident reports, route documentation and if required, Medicaid documentation.	Daily	A1
6.	Fuels vehicle and checks fluid levels	Weekly or as required	A1
7.	Participates in safety drills and meetings, radio usage training, employee In-Service training, CPR training to include AED use and First Aid training.	Monthly	A1
8.	Reviews route maps and informs supervision of route, time and student pick-up or drop-off location changes.	Daily	A1
9.	Performs other duties of a similar nature or level.	As Required	N/B

<p>Knowledge (position requirements at entry):</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> • Federal, state, county, and municipal traffic laws; • Safety procedures and guidelines; • Department procedures and policies and district policies related to Homeless student transportation and as related to the McKinney-Vento Homeless Assistance Act of 2002; • Vehicle and vehicle systems such as lights, brakes, tires, seat-belts; • Health Problems, First Aid, Cardio Pulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED);
--

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Family in Transition (FIT) Driver

Skills (position requirements at entry):

Skill in:

- Safely driving district vehicles, including vans and sedans, and using equipment such as seat belts and two-way radio communications;
- Using light maintenance and cleaning equipment and tools such as scrapers, tire thumpers, brooms, vacuum cleaners, mops, windshield cleaning fluid and towels;
- Applying First Aid, Cardio Pulmonary Resuscitation (CPR) and AED techniques;
- Map reading and verbal transfer of route information to dispatch;
- Monitoring student behavior together with student management skills;
- Providing and maintaining a safe atmosphere in the vehicle;
- Inspecting vehicle systems to identify problems and maintain safety;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, parents, etc. sufficient to exchange or convey information and to receive work direction.
- Due to the sensitive nature of these Families in Transition, the driver must be capable of maintaining confidentiality with respect to all information.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.), or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Driver's License (class D);
- Current First Aid and CPR certification, including AED acknowledgement;
- Successful completion of a Physical Performance Test as modified for sedans and vans;
- Able to successfully pass the Department's physical exam for drivers and the Dept's drug testing programs, both annual and random.
- Incumbents are required to be 18 years or older.

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Family in Transition (FIT) Driver

Physical Requirements:

Positions in this class typically require: climbing, crouching, reaching, pulling, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to vibrations, fumes, odors, extreme temperatures, intense noises, and travel fatigue.

Sedentary Work: Active work to include exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Human Resource Services

Date: 12/06