

## DRIVER

### **DEFINITION**

Under general supervision, operates and maintains trams and accessible vans to assure students with mobility difficulties are able to attend classes and programs; create tram routes and schedules; assists with expediting the delivery of inter-campus mail and other materials; maintains records of tram use and other information.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director, Disabled Student Programs and Services. Trains and oversees student workers to drive the tram.

### **CLASS CHARACTERISTICS**

This is a classification that transports students and other individuals with limited mobility to and from various buildings and facilities on the District's campus. Responsibilities include inspecting and attending to minor vehicle maintenance issues in a timely manner and performing pick-up and delivery services for a variety of items and materials throughout campus. This class is distinguished from the facilities trades workers in that it performs duties primarily related to transportation services.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Operates District trams and accessible vans and provides transportation for students, employees, and guests with mobility difficulties for scheduled activities, special events, and classes.
2. Prepares and determines safe and timely tram/van routes and schedules and meets departure and arrival time deadlines as scheduled.
3. Maintains and inspects external and internal parts of the assigned vehicle(s), including examining and cleaning seats, including under the seats, windows, and floors to ensure safe operation.
4. Records and maintains usage and service records to ensure appropriate repair and maintenance work is completed in a timely manner.
5. Responds to telephone calls, inquires, or concerns regarding tram/van service, mechanical repairs, and maintenance; prioritizes student transportation requests; receives and processes requests from other departments within the District for accessible transportation service.
6. Drives vehicles and picks-up and delivery services; loads and unloads vehicles, assists supervisor and department with various duties and special projects as necessary.
7. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
8. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
9. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.

10. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
11. Prepares and delivers oral presentations related to assigned areas as required.
12. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
13. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Operating and safety rules, precautions, and principles of driving and operating electric and gas-powered trams and vans.
3. Basic principles, practices, methods, equipment, materials, and tools used in minor vehicles servicing and cleaning.
4. Basic preventative maintenance procedures; safety rules and precautions governing the operation and use of tools, vehicles, equipment, and proper maintenance procedures within employee work areas.
5. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
6. Occupational hazards and safety equipment and practices related to the work.
7. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
8. Safe work practices, including safe driving rules and practices.
9. English usage, spelling, vocabulary, grammar, and punctuation.
10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

### **Skills & Abilities to:**

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Troubleshoot and determine appropriate action in the maintenance and repair of assigned vehicles.
5. Operate and maintain a variety of assigned District vehicles.
6. Safely and effectively use and operate hand tools required for the work.
7. Maintain tools and equipment in a clean working condition providing for proper security.

8. Correctly interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
9. Understand and follow written and verbal directions, instructions, and safety rules and procedures.
10. Maintain accurate logs, records, and basic written records of work performed.
11. Operate modern office equipment including computer equipment and software programs.
12. Make accurate arithmetic calculations.
13. Organize own work, set priorities, and meet critical time deadlines.
14. Use English effectively to communicate in person, over the telephone, and in writing.
15. Understand scope of authority in making independent decisions.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
18. Operate a two-way radio.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

1. Equivalent to the completion of the twelfth (12<sup>th</sup>) grade; and
2. One (1) year of related driving experience.

**Desirable Qualifications:**

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

**Licenses and Certifications:**

1. Possession of, and ability to maintain, a valid California Class B Driver's License with a Passenger Endorsement by time of appointment.
2. Good driving record and Proof of Insurance.

**PHYSICAL DEMANDS**

Must possess mobility to work in and around a standard campus settings, -to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light physical work, to work around vehicles, and to operate varied hand tools; vision to read

printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools. Incumbents in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment, and to assist individuals by pushing their wheelchairs, as needed.

### **ENVIRONMENTAL ELEMENTS**

Employees primarily work in the field and are exposed to noise, vibration, dust, mechanical and electrical hazards, grease, oils, and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with staff/students when trying to diagnose and/or resolve a scheduling or equipment related problem.

Amended: 7/2023