

# **School Transportation Driver**

The United Auburn Indian Community (UAIC), located in Auburn, California, has an immediate need for a Driver. Under direct supervision to operate United Auburn Indian Community vehicles transporting students, tribal members and staff to school and various other locations.

## **DUTIES AND RESPONSIBILITIES**

Drives a vehicle daily over designated routes in accordance with time schedules, picking up and discharging students; may transport students and teachers on field trips to various locations, choosing the best route and meeting time schedules for departure and arrival; follows company policies regarding the safe transportation of staff and students; maintains order among students being transported, following company policies regarding the disciplining of students and contact with parents and other persons; services vehicles daily with gas and oil and checks tires and battery; keeps exterior and interior of vehicles clean and assists in maintaining vehicles in safe operating condition; keeps records of mileage, fuel, and oil, and prepares reports of driving hazards and incidents; maintains an updated route sheet (left and right instructions); and performs related duties as required. Transportation responsibilities may include overnight and long-distance trips.

## **QUALIFICATIONS:**

Completion of a high school diploma or equivalent. Satisfactory completion of a course of driver's training with a minimum twenty hours of classroom instruction and 20 hours of hands-on instruction.

## **SPECIAL REQUIREMENT**

Possess and maintain a valid California Driver's license. Possession of a State of California drivers license Class A or B, with passenger endorsement and a current medical certificate. Pass pre-employment physical exam and drug tests. Subject to random drug testing once employed.

Each applicant must provide a Ten (10) year driving history from an authorized source. In California, a DMV Drivers License Record is the preferred source of this information.

Drivers License Records will be screened for the following criteria:

1. Points
2. Accidents
3. Moving Violations
4. DUI/DWI

After reviewing the Drivers Record, an applicant may be disqualified for the following issues:

1. Any points or moving violations on his/her license within the previous three (3) years.
2. More than one (1) point or moving violations between years three (3) – ten (10) of the Drivers Record.
3. Any DUI or DWI within the last ten years.

Applicants must be insurable under the UAIC motor vehicle insurance policy.

Must notify supervisor immediately upon loss or change in status of driver's license privilege.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Safe driving practices; provisions of the California Motor Vehicle Code and the Education Code applicable to operation of school vehicles; regional and California metropolitan geographies; first-aid practices; CPR procedures; staying alert, exercising good judgment and extreme caution; maintain driver's log and other records pertaining to bus trips; work varied schedule including nights, holidays, and weekends; follow directions; work effectively with others; read and write at the level required for successful job performance.

Please email all resumes to [resume@auburnrancheria.com](mailto:resume@auburnrancheria.com) or fax resumes to: (530) 883-5445.

**Must type *Driver* in subject line to be considered.**