



**MOBILITY ASSISTANT/DRIVER**

**SALARY GRADE:** [C1-33](#)

**DEFINITION:**

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

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Safely transport disabled students in compliance with ADA requirements.
2. Operate a specially adapted vehicle over an assigned route; pick up disabled students at designated stops; operate hydraulic lift for students as necessary; assist student on and off the vehicle 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 disabled support and testing services; pick up and deliver academic tests for the testing services office.
6. Pick up and deliver mail for the Division program and off campus sites.
7. Perform safety inspection on vehicles and adaptive equipment and assure completion of necessary repairs.
8. Communicate with District staff regarding vehicle repairs, and student transportation needs.
9. Maintain a variety of files and records.
10. Perform related duties as assigned.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

1. Record-keeping techniques.
2. Oral and written communication skills.
3. Interpersonal skills using tact, patience and courtesy.
4. Basic First Aid procedures.
5. Health and safety regulations.
6. Safe driving techniques.
7. Computer usage, data entry, and electronic records maintenance.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Operate a specially adapted vehicle.

3. Assist handicapped students on and off the vehicle.
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.
11. Use technological tools including MS Outlook, Excel, Word, Banner, and Clockwork.

### **Education and Experience**

Any combination equivalent to:

1. High school diploma.
2. One (1) year bus/van driving experience.

### **LICENSES AND OTHER REQUIREMENTS:**

1. Valid California Class B driver's license.
2. Valid First Aid and CPR certificates (Preferred).

### **WORKING CONDITIONS:**

#### **Environment:**

1. Office environment.
2. Outdoors.

#### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard and assigned equipment.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Reaching, pulling and pushing to open bus doors and move wheelchairs.
7. Bending at the waist, kneeling or crouching.
8. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.

#### **Hazards:**

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

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