

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE: LEAD BUS DRIVER

**BASIC FUNCTION:**

Under the direction of the Director of Facilities, Maintenance, Operations and Transportation or his/her designee, plan, schedule, and coordinate daily adjustments to bus routes and the District's pupil transportation program; assign bus drivers to designated routes, special events, and field trips; dispatch drivers and equipment; provide clerical support; transport students to and from school, special events, and on field trips; and perform a variety of other duties as assigned.

**REPRESENTATIVE DUTIES:**

1. Perform all duties of a Bus Driver Class when directed; assure safety of passengers and maintain proper discipline of passengers.
2. Plan, schedule, and coordinate daily adjustments to bus routes and schedules in accordance with established guidelines; review routes and schedules and recommend changes as needed.
3. Assign drivers to designated routes, special events, and field trips requiring bus or truck services; coordinate the assignment of substitute drivers.
4. Maintain daily records of mileage, student count, driving time and non-driving time; prepare monthly reports.
5. Complete schedules for pick-up and delivery times of regular routes and field trips.
6. Dispatch bus drivers and buses on routes and field trips; dispatch emergency vehicles, drivers, and mechanics as needed.
7. Operate and monitor two-way radio base station to communicate with drivers.
8. Communicate with drivers, parents, school administrators, and department employees regarding bus schedules or related matters.
9. Maintain a variety of logs, records and files related to transportation; prepare required reports.
10. Assist in adherence of District and State Transportation policies, rules and regulations; maintain current knowledge of legislation related to transportation of students.
11. Record data and generate reports relating to routes, schedules, and other transportation functions.
12. Attend in-service training and other meetings as directed.
13. Perform a variety of clerical duties in support of the department.
14. Perform related duties as assigned.

**KNOWLEDGE & ABILITIES:**

**KNOWLEDGE OF:**

Applicable laws, codes, rules and regulations related to pupil transportation.  
Modern office practices, procedures, and equipment.  
Methods, practices and procedures of dispatching transportation vehicles.  
District boundaries.  
Operation of a computer, standard office equipment and two-way radio.

Telephone techniques and etiquette.  
Record-keeping techniques.  
Health and safety regulations.  
Interpersonal skills using tact, patience, and courtesy.  
Oral and written communication skills.

**ABILITY TO:**

Plan, coordinate, schedule and make daily adjustments to District bus routes and schedules.  
Drive a school bus safely, effectively and efficiently.  
Maintain a variety of logs, records, and files.  
Interpret, apply and explain laws, codes, policies, procedures, rules and regulations related to assigned activities.  
Operate a variety of office equipment including a two-way radio and a computer and applicable software  
Understand and follow oral and written directions.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize work.  
Understand and resolve issues, complaints, or problems.  
Meet deadlines and observe time lines.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Work confidentially with discretion.  
Read a variety of materials.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years bus driving experience and a safe driving record. Experience in a position that demonstrates comprehension/familiarity with the concepts/principles of route formation and dispatching procedures and techniques is preferred.

**LICENSES & OTHER REQUIREMENTS:**

Valid Class A or Class B California Driver's License with passenger endorsement; Valid California Special Bus Driver Certificate issued by the California Highway Patrol; incumbents must be able to pass a First Aid test issued by the Highway Patrol or American Red Cross; and have a medical examination every two years.

**WORKING CONDITIONS:**

Office environment with a variety of activities and constant interruptions.  
School bus environment; subject to traffic and weather conditions and noise; sit for long periods of time while driving; occasionally stand, walk, kneel, squat, crawl, stoop, bend; work with arms above shoulder level; repetitive use of hand, arm, and shoulder; lift, carry, push or pull up to 50 pounds; able to hear normal voice conversation; speak clearly; depth perception; have color vision/distinguish shades; see small details; see long distances; exposed to fumes, strong odors, gases; exposed to minor contagious illnesses; direct contact with students, parents, the public, and other district staff.

**HAZARDS:**

Driving a school bus during adverse weather conditions.  
Traffic hazards.

**RANGE: 63**

Adopted by the Personnel Commission: April 13, 2011

Approved by the Board of Education: April 19, 2011