

# *OXNARD UNION HIGH SCHOOL DISTRICT*

**CLASS TITLE:** LEAD BUS DRIVER

**DEFINITION:**

Under the direction of the Transportation Supervisor, provides safe and efficient transportation for District students over designated routes in accordance with time schedules, picking up and discharging students; performs lead duties and assures compliance with established preventive programs and safety regulations.

**STATEMENT OF TYPICAL DUTIES:**

- a. Performs lead duties and assures that assigned personnel comply with established safety regulations and maintenance procedures.
- b. Assures that preventive maintenance and necessary repairs are performed on assigned school buses and District vehicles; assists with maintenance and repairs, as needed.
- c. Maintains a variety of records and prepares required reports related to school bus operation, maintenance and repairs, schedules, routes, fuel costs and personnel.
- d. Drives a school bus over designated routes in accordance with time schedules, picking up and discharging students.
- e. Transports students, teachers, and athletic teams to various locations for field trips, sports activities and special events.
- f. Inspects bus prior to operation for safety purposes; cleans windshields and headlights.
- g. Maintains appropriate behavior among students on buses and while the bus is parked at bus stops; follows District policies regarding student control and contact with parents and the public.
- h. Services bus with gas and oil; cleans and repairs interior of buses, picks up debris, sweeps floor and wipes upholstery.
- i. Performs first aid or emergency assistance, as needed.
- j. Attends scheduled safety meetings and programs.
- k. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

Preventive maintenance practices for school buses and District vehicles.

Safe driving practices.

Provisions of the California State Motor Vehicle Code applicable to the operation of vehicles transporting students.

First aid practices.  
Principles and practices of providing work direction.  
Basic record keeping techniques.  
Oral and written communications skills.  
Interpersonal skills using tact, patience and courtesy.  
District rules and regulations regarding student transportation.

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## **KNOWLEDGE AND ABILITIES:**

### Ability to:

Perform lead duties and assist in coordinating schedules and routes.  
Assure that school buses and assigned District vehicles are inspected, serviced, repaired and maintained according to State regulations.  
Drive a school bus and other District vehicles safely and efficiently.  
Maintain order among students while driving school bus and at bus stops.  
Recognize malfunctions in equipment and take appropriate action.  
Maintain assigned vehicles in a clean and safe operating condition.  
Maintain records and prepare reports.  
Establish and maintain effective working relationships with others.  
Meet schedules and timelines.  
Communicate effectively both orally and in writing.  
Read, interpret and follow rules, regulations, policies and procedures.  
Administer first aid to ill or injured children.  
Observe legal and defensive driving practices.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of experience driving a school bus or other heavy duty vehicles.

## **PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

## **LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid Class 2 California driver's license and successful completion of the examination given to school bus drivers by the California Highway Patrol. Valid First Aid Certificate issued by an authorized agency.

## **WORKING CONDITIONS:**

School bus environment; subject to driving in adverse weather conditions, noise and emergency student and traffic situations.

Revisions approved 1-11-89