

Position: Bus Driver/Lead Transportation Specialist

Department: Transportation

Reports To: Director of Maintenance, Operations and Transportation **Pay Grade:** 16

SUMMARY

Bus Drivers operate a school bus over designated routes for the purpose of transporting students to and from school and on field trips. This position also performs administrative work for the Department. Performs complex secretarial, clerical and accounting duties for program administrator. Assists the administrator by performing routine administrative tasks by coordinating and participating in workflow and clerical support activities in the department.

NATURE AND SCOPE

Work is performed under the direction of the Supervisor of Maintenance, Operations and Transportation. This position requires the performance of manual and routine tasks that are governed by established or known procedures and regulations. This position requires some independent judgment when applying specific instructions and established methods to well-defined situations. The driver has immediate access to assistance from the Supervisor or other qualified staff by means of either two-way radio communications or cellular telephone. The driver needs to exercise patience and leadership skills to maintain order and safety of students both on the bus and at the bus stops, and to interact with parents. The majority of daily routes provide service to special-needs students (special education). A sensitivity to the needs of these students is essential.

DISTINGUISHING CHARACTERISTICS

This classification is designed to recognize a bus driver as a self-starter with special skills and the ability to apply them to recurring work situations. These skills include, but are not limited to, scheduling, routing and vehicle maintenance. The Bus Driver/Lead Transportation Specialist provides direct support to the program administrator. Demonstrated abilities in student records, accounting, and written competence. Demonstrate competence in computer technology, basic accounting, note taking, English usage, grammar, spelling and office equipment skills.

ESSENTIAL TYPES OF DUTIES (Examples)

- Drives special use buses (special education) daily over designated route in accordance with time schedules, picking up and discharging students. May drive standard bus on field trips. Driving will take place in all types of weather conditions.
- Liaison with the California Highway Patrol for the purpose of certification and compliance
- Responsible for Accounts Payable for the department

- Assists in the preparation of the department budget. Organizes budget and financial material to monitor expenditures and maintains accurate fiscal records for a variety of programs. Maintains a variety of files and site accounts and ledgers.
- Processes and reconciles Purchase Orders
- Escorts students across streets and roadways when necessary, stopping traffic if needed.
- Administrative duties: Answer phones, filing, purchasing transportation forms, Parent outreach and Teacher contact. Prepare all paperwork for students/Emergency Forms for the Special Education Department. Communicate with other transportation departments when necessary.
- Schedule routes and maintenance for buses. Check bus stops and routes for approval
- Field Trips: receive, schedule, approve, assign drivers for field trips, email and confirm with teachers
- Prepare Transportation Reports
- Maintaining Driver's Log Books, ensure drivers training hours are completed on time
- Prepare mileage reports
- Prepare monthly defect/bus reports
- Inspects buses prior to operation daily for safety purposes. Cleans windshields and headlights. Cleans interior and exterior of buses as needed, services all fluid levels and fuels the bus. Sweeping and mopping floors, wiping and cleaning upholstery.
- Performs population and traffic flow studies to be used in evaluating, optimizing routes and schedules. Conducts traffic studies to include counts and directional patterns. Conducts time and distance studies. Helps other drivers in a collaborative effort to develop routes and schedules at the beginning of each school year and to modify the routes and schedules as needed. (Final approval of these routes and schedules fall under the Director of Maintenance and Transportation.)
- Maintains appropriate behavior among students on buses and while the bus is parked at bus stops. Follows District policies regarding the student control and contact with parents and the public.
- May perform first aid or emergency assistance.
- Maintains records of all trips.
- Files accident reports.
- Completes accurate records as required by Federal, State and District laws and policies.
- Maintains MEDI-CAL claiming logs.
- Remains current on all equipment related to special education transportation needs (i.e. wheelchair lifts, special harnesses and restraints).

- Wash Buses as needed
- Delivery Pony Mail as needed
- Performs related duties and responsibilities as required to accomplish the objectives of the position

QUALIFICATIONS

Knowledge and Skills: Requires thorough knowledge and understanding of safe bus driving practices. Requires a thorough understanding of bus operation and safety sufficient to recognize problems and take appropriate action. Must have a thorough understanding of State laws, rules, regulations and Education Code sections pertaining to school bus operations and pupil transportation. Must know and understand how to apply first aid practices. Requires good communication skills. A keen sensitivity to the needs of special education students.

Abilities: Requires the ability to perform all of the duties of the position with minimal supervision. Must be able to drive a school bus safely and efficiently while keeping to well established schedules. Requires the ability to maintain order among students, both while driving and at bus stops. Must be able to recognize malfunctions in equipment and take appropriate action. Requires the ability to maintain the assigned vehicle in clean and safe operating condition. Must administer first aid to ill or injured students. Must learn designated bus routes, including stops and traffic hazards. Must be able to perform routine, repetitive tasks on a continuous basis and to sit for prolonged periods of time. Requires the ability to maintain required records. Requires the ability to communicate with students, staff, parents and the public using patience and courtesy, and in a manner that reflects positively on the District.

Physical Abilities: Requires arm-hand and leg-foot dexterity to drive a bus. Requires visual acuity including depth perception, vision sufficient to read printed materials. Requires the ability to sit for extended periods of time. Requires hearing sufficient to be aware of traffic and road distractions/conditions and to listen to children; hearing and speech sufficient to conduct normal in-person and telephone conversations; mobility sufficient to efficiently perform the duties of the position. Requires the ability to lift passenger ambulatory aids such as wheelchairs and platforms. Should be able to lift 50 lbs. (Consideration may be given to reasonable accommodation for above.)

Education, Training and/or Experience: High School diploma or the equivalent. Ability to read and write sufficiently to perform all of the duties of the position including understanding applicable laws, regulations and codes required. Successful completion of 20 hours of classroom instruction related to skills and safety requirements for driving a school bus and successful completion of 20 hours of instruction behind the wheel of a school bus required.

Minimum of 3 years of varied secretarial, office management and accounting experience required, preferably in a school district. Must pass District's Basic Skills Test applicable to the position or, provide college level transcripts in English and Math. To receive the Bilingual Stipend (Spanish), you must take and pass the District Bilingual Test.

Licenses and Certificates: Requires valid Commercial Driver's License, medical examination card, valid California Special Driver Certificate endorsements for school bus drivers First Aid Certificate.

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