

## Coast Unified School District

**Title:** Bus Driver/Dispatcher

**Salary Range:** 20

**Job Summary:** With minimal supervision, operates a school bus in transporting children to and from school and on field trips, coordinates the assigning of drivers and equipment to regularly scheduled bus runs and field trips, maintains a variety of records and files related to this work, related duties as assigned by the Director of Maintenance, Operations and Transportation.

### **Qualifications:**

#### **Required:**

1. Valid California Class A or Class B Commercial Driver License with "P" and "S" endorsements within in one year of hire date
2. Valid California School Bus Driver's Certificate with no restrictions within one year of hire date
3. Valid medical certificate prior to licensing
4. Valid first aid card or successful completion of the California Highway Patrol First Aid Examination during licensing
5. Knowledge of safe driving practices and first aid practices
6. Ability to maintain order among riders on a school bus
7. Pass physical examination requirements as required
8. High school graduate or equivalent
9. Understand and carry out oral and written directions
10. Ability to communicate effectively with drivers, school site personnel, supervisors and administrators
11. Ability to plan the work of others
12. Ability to prepare reports and maintain records
13. Ability to exercise good judgment and work effectively in the absence of supervision
14. Ability to keep matters confidential

#### **Desirable:**

1. California school bus driver experience
2. Dispatching/routing experience
3. Experience with operating various office equipment (i.e., computers, printers, copy machines, etc.)

### **Essential Functions:**

Drive a school bus daily over prescribed routes and in accordance with a time schedule; pick up and deliver school children and escort pupils across streets when required; transport pupils and teachers on educational field trips when required; conduct a daily safety inspection (pre-trip inspection) of assigned bus; clean interior of assigned bus; prepare daily bus report; report mechanical defects promptly; attend special bus driver's conferences and workshops as directed.

Plan and schedule student transportation routes; assign and re-assign (as required) drivers and equipment; receive transportation requests for field trips; schedule and assign drivers and equipment to field trips; assist school personnel in scheduling regular student transportation routes and special transportation needs; maintain records of driver time, mileage and equipment use; call in relief drivers as needed; answer parent, student and school personnel questions regarding the District transportation program; maintain a variety of records and files related to the transportation program; coordinate school bus evacuation drills with school sites; order office supplies and other equipment required for vans and buses (i.e., child safety seats, first aid kit supplies, etc.); prepare and submit invoices for field trips and other services provided by the M.O.T. Department.

**Physical Requirements:**

1. Ability to sit for extended periods of time
2. Ability to ascend and descend steps
3. Ability to see and read, with or without vision aids
4. Ability to hear and understand speech at normal levels
5. Ability to communicate so others will clearly understand normal conversation
6. Ability to bend and twist, kneel and stoop
7. Ability to lift, carry, push and/or pull up to 40 pounds on a regular basis
8. In an emergency, must be able to perform evacuation of students from bus
9. Ability to reach in all directions
10. Ability to lift 50 pounds

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Supervision:**

Under the direct supervision of the Director of Maintenance, Operations and Transportation.

**Approved: December 15, 2022**