

Enterprise Elementary School District Job Description

Job Title: Lead Bus Driver (Classified Position)
Department: Transportation (Business Services)
Reports To: Supervisor of Transportation
Range: G
Prepared By: Human Resources
Prepared Date: November 2, 2023
Approved By: Board of Education
Approved Date: March 6, 2024

SUMMARY: Under the general supervision of the Supervisor of Transportation and/or designee, serve as a Lead Bus Driver; may assist with monitor/direct/delegate bus drivers' duties; perform bus driver duties. Operates a school bus or transportation vehicle over designated routes within an established time schedule; transports students or school employees to and from school and on special event trips; performs daily inspections of a bus or transportation equipment; performs other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build and maintain positive relationships with public officials, school employees, parents, students and vendors using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast-paced environment
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- May be responsible for department time cards and assist with/or track department leaves
- Assist Supervisor of Transportation with creating school bus routes
- Prepare, maintain or assist with compiling accurate and complete records and reports including but not limited to student registrations, school bus mileage reports, student attendance, bus work orders and field trips.
- Prepare or assist with the distribution of mail, correspondence, contracts, invoices, information and/or items requiring signature of receipt
- General clerical duties such as photocopying, faxing, scanning, mailing and filing
- Administers immediate first aid in emergency situations for the purpose of providing health care services to students in accordance with established procedures as instructed by a health care professional and as assigned by the position.
- Advises students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.
- Assesses incidents, complaints, accidents and/or potential emergency situations (e.g. road hazards, medical emergencies, accidents, etc.) for the purpose of resolving and/or recommending a resolution to the situation.
- Assists students and other passengers for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.
- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions and maintaining certification and licenses.
- Cleans assigned vehicles, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Drives school bus/s for the purpose of transporting passengers over scheduled routes to and from school and/or field trips or other events in a safe and timely manner.
- Fuels assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicle in

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a safe operating condition.

- Implements behavioral and student success plans for the purpose of supporting the classroom team and/or providing behavioral interventions to meet individual student needs.
- Monitors students with special medical needs and other passengers during loading, transit and unloading for the purpose of ensuring the safe transportation of all passengers and assisting medically fragile students.
- During transport, performs specialized health care procedures for the purpose of providing appropriate care for ill and/or medically fragile children. This could include, but is not limited to, administering an epi-pen or glucagon shot in an emergency situation.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, brakes, steering, lighting devices, horn, wheels, emergency equipment, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares reports (e.g. field trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, equipment problems, etc.) for the purpose of communicating information to appropriate personnel for their action and resolving issues or concerns.
- Responds to inquiries from students, parents, and/or staff for the purpose of providing the necessary information regarding transportation services.
- Secures students as assigned (e.g. car seats, wheelchairs, restraints, etc.) for the purpose of ensuring their safety during transport.
- Ability climb in and out of school bus or transportation vehicle to maneuver students in cases of emergencies, included but not limited to, emergency exit evacuation.
- Perform other duties which reasonably relate to the position

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to drive a school bus
- Excellent mechanical skills; accurate typing; extensive and up-to-date knowledge of business English, including vocabulary, grammatical usage, punctuation, and report presentations;
- Ability to analyze situations accurately and adopt an effective course of action.
- Has strong leadership ability
- Provide leadership and training to employees in areas related to but not limited to the transportation department.
- Ability to work under highly stressful situations in a calm manner;
- Ability to deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness;
- Ability to determine and maintain confidentiality;
- Use modern office practices and procedures, and standard office equipment operation;
- Ability to establish and maintain harmonious relationships with staff, students, parents and collaborative agencies using tact, patience and courtesy;
- Ability to relate well with diverse cultural and socio-economic groups;
- A working knowledge of laws related to the transportation department

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- Maturity, confidence, tact, and personal judgment required of a professional administrative assistant to effectively deal with stressful, diverse, and dynamic work situations;

PREFERRED QUALIFICATIONS

- Strong communication skills and ability to listen, calm, direct (as appropriate), and solve conflicts
- Expertise in computer programs related to the transportation department, laws and regulations as they pertain to school transportation

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); Two years of experience preferred.

LANGUAGE SKILLS:

- Ability to read and interpret documents.
- Ability to prepare or assist with writing routine reports and correspondence.
- Must be able to readily take direction and be able to follow through in an independent manner;
- Must be able to communicate well with parents, children, staff, and members of the public;
- Must be able to follow through with record keeping and be thorough in following the directions of the staff in the specific duties as outlined above.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid California Class A or B Driver's License with Passenger, School Bus, and Air Brake endorsement.
- Valid California School Bus Drivers Special Certificate
- Valid Medical Certificate approved by the Department of Motor Vehicles or the Federal Highway Administration of the U.S. Department of Transportation.
- Valid C.H.P First Aid Test or waived if possessing a valid First Aid Certificate issued by the American Red Cross.
- Valid CPR/First Aid Certification administered by District or assigned vendor

MATHEMATICAL SKILLS: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to apply common sense, understanding to carry out instructions furnished in written, oral, or diagram form.
- Communicate effectively, both orally and in writing, using clear, Standard English.
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OTHER SKILLS AND ABILITIES:

- Ability to work on a variety of tasks simultaneously with frequent interruption.
- Ability to maintain the highest degree of confidentiality regarding sensitive information.
- Ability to operate office equipment such as, but not limited to, multi-line phone system, copy machine, fax machine, scanner, hand held radio, etc.
- Ability to utilize computer applications.
- Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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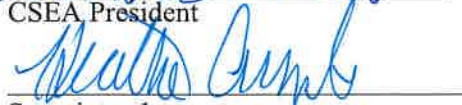
While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently sitting; required to stand; walk; use hands and fingers to touch, handle, or feel objects, or controls; reach with hands and arms above shoulders and horizontally; climb or balance, and bend at waist or stoop or kneel or crouch or crawl. The employee must frequently lift, move, push, and/or pull up to 20 pounds, occasionally lift, move, push, and/or pull up to 30 pounds; lift greater than 30 lbs. with assistance. Must be able to perceive sound. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

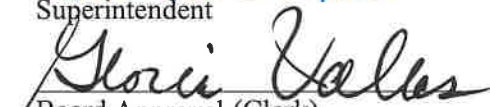
While performing the duties of this job, the employee is subject to inside and occasionally outside environmental conditions; may be exposed to biohazards and sharp objects; may be in extreme temperatures; may be required to work at a video/computer terminal. The noise level in the work environment is usually moderate. The employee is occasionally exposed to fumes or airborne particles.


CSEA President

3-14-24
Date


Superintendent

3-6-24
Date


Board Approval (Clerk)

3-6-24
Date

