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| Position: Trip Coordinator/Bus Driver              | FLSA: Non-exempt |
| Department: Transportation                         | Salary Grade: 18 |
| Reports to: Director of Transportation or Designee |                  |

### OVERALL OBJECTIVE AND SUMMARY

Plans, schedules, and coordinates available drivers and vehicles for special trips. Confirms schedules with school sites. May drive and assist with dispatch.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives requests for special bus trips. Analyzes available bus inventory and drivers, number of passengers, and destination in order to assign and schedule trips.
- Works with the dispatcher to coordinate and assign substitute and relief driver assignments. May call substitutes in the absence of regular bus drivers.
- Coordinates and dispatches when regularly scheduled bus operations are interrupted. May monitor breakdowns and accidents to prevent interruption of service.
- Plans and coordinates the use of buses, District vehicles and rental vehicles for special trips related to school and District transportation use.
- Monitors times that drivers enter and leave the bus facility.
- Develops and maintains a computerized database of special school trip information.
- May assist the dispatcher in the routing and scheduling of school buses. Distributes schedules and routes information to required sources.
- Participates in reviews of bus schedules and routes.
- Computes and analyzes expenses in connection with special trips.
- Coordinates and confirms special transportation needs with school site personnel.
- Contracts charter bus service to assist with transportation.
- Prepares reports and maintains records. Verifies billing for contracted transportation services.
- Assists in the dispatch function during emergencies or in the absence of the assigned dispatcher.
- Drives a school bus over designated routes and special trips as required for adequate staffing.
- Escorts students across streets and roadways when necessary, stopping traffic as needed.

- Loads, unloads, and secures students.
- Assures that required safety devices are secure and properly used, e.g. seat belts, car seats, harnesses.
- Assures that ambulatory devices are secured and properly stored
- Transports students, parents, and teachers on field trips to various locations making departure and arrival times as scheduled.
- Inspects bus prior to operation for safety purposes. Cleans windshields and headlights. Cleans interior and exterior of buses as needed, including, but not limited to, picking up debris, sweeping and mopping floor, and wiping and cleaning upholstery. May service bus with fuel and oil.
- Maintains appropriate behavior among students on buses and at bus stops. Follows District policies regarding student control and regarding contact with parents and the public.
- Reports problems or equipment malfunctions to the appropriate authority.
- Reports incidents affecting the safety of students to the appropriate supervisor.
- Performs first aid or emergency assistance. Files accident reports with appropriate personnel.
- Maintains records of all trips.
- Attends scheduled safety meetings and safety programs.
- Completes records as required by State and District laws and policies.
- May be assigned to basic servicing such as fuel and oil, inspection and replacement of accessories, and other activities requiring similar skill and ability level.
- Performs other duties as assigned that support the overall objective of the position.

## QUALIFICATIONS

### Knowledge and skills:

- Requires knowledge of the principles and practices of bus and employee scheduling.
- Requires knowledge of the procedures, methods and techniques of dispatching and scheduling school buses.
- Requires knowledge of computer operations and data base management, as well as computer-based routing systems and their applications.
- Requires knowledge of the geographic and topographic characteristics of the community served by the District.
- Requires knowledge of the pertinent federal, state and local laws, codes and regulations pertaining to school bus operations and pupil transportation
- Personal computer based software programs that support this level of work, including but not limited to, word processing, spreadsheet, and data entry onto custom data bases.

- Requires a working knowledge and understanding of safe bus driving practices sufficient to recognize problems and take appropriate action.
- Must have a basic understanding of State laws, rules and regulations and Education Code sections pertaining to school bus operations and pupil transportation.
- Must know and understand how to apply first aid.
- Requires sufficient communication skills to maintain harmony within a work team and with students.
- Terminology, policies, practices and procedures of the area to which assigned.
- Departmental procedures and standing instructions related to work performed.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform all of the duties of the position with minimal supervision.
- Drive a school bus safely and efficiently while keeping to well-established schedules and time lines.
- Maintain order among students, both while driving and at bus stops.
- Recognize malfunctions in equipment and take appropriate action.
- Maintain the assigned vehicle in clean and safe operating condition.
- Administer first aid to ill or injured students.
- Learn designated bus route, including stops and traffic hazards.
- Perform routine, repetitive tasks on a continuous basis and to sit for prolonged periods of time.
- Maintain required records.
- Communicate effectively with staff, students, parents and members of the general public.
- Read and write sufficiently to perform all of the duties of the position including understanding applicable laws, regulations and codes required.
- Apply District and other applicable rules and regulations pertaining to pupil transportation.
- Operate a school bus observing all pertinent safety and transportation regulations.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Type at a minimum rate of 40 words per minute from clear, legible copy and pass a qualifying employee entrance evaluation.

PHYSICAL ABILITIES

This position requires:

- Arm, hand, and finger dexterity in order to operate keyboard, typewriter and other office equipment.
- Visual acuity to read words and numbers.
- Speaking and hearing to communicate in person, over the phone or by two-way radio.
- Arm-hand and leg-foot dexterity to drive a bus.
- Visual acuity including depth perception.
- The ability to sit for prolonged periods of time.
- Hearing sufficient to be aware of traffic and road distractions/conditions and listen to passengers.
- The ability to lift passenger ambulatory aids such as wheelchairs on to platforms.
- The ability to assist special needs students/wheelchair users and to lift/carry 50 lb.

EDUCATION AND EXPERIENCE

Requires:

- High School diploma or equivalent.
- Minimum of three years of bus driving experience.
- Successful completion of 20 hours of classroom instruction related to skills and safety requirements for driving a school bus.
- Successful completion of 20 hours of instruction behind the wheel of a school bus required.

Training in the use of a computer is desired.

LICENSES AND CERTIFICATES

Requires:

- Valid Commercial Driver's License
- Medical examination card
- Valid California Special Driver Certificate for school bus with no restrictions except numbers "1" (automatic transmission only) and "6" (first aid test waived)
- Valid ARC First Aid/CPR Certificate
- Typing certificate for 40 wpm