

**CLASSIFIED JOB DESCRIPTION**

---

**SHIFT LEAD BUS DRIVER**

---

**JOB SUMMARY:**

Under general direction, operates a school bus on prescribed routes, assists new and experienced bus drivers in providing school bus transportation, and assists in route planning, safety training, and trip planning; may conduct training and drills for pupils; assists in improving driver performance; is familiar with District related needs regarding drivers; and performs record keeping and other related work as required. Committed to teamwork, collaboration, and cross-training to provide maximum services for pupils, staff, and community. Performs other duties as assigned.

**ESSENTIAL JOB FUNCTIONS:**

- Serves as a school bus driver transporting pupils/passengers over all scheduled routes and on special excursions; and operates various types of buses with minimum notification, and preparation time in substitution for drivers.
- Collaborates with bus drivers in the performance of their duties, provides guidance, and is solution-oriented.
- Reads and interprets maps.
- Assists in inspecting and approving bus stops, loading zones, roadway, wheelchairs, safety vests, and bus maneuvering restrictions.
- May assist with vehicle proficiencies.
- Collaborates with District personnel to coordinate program sessions and bell times.
- Reviews driver knowledge and performance.
- Participates in interview of new driver applicants.
- Maintains records and prepares reports.
- Collects, reviews, and tabulates ridership audit.
- Prepare and submit reports identifying discrepancies in equipment, driver directions, stops, routing and scheduling conditions when substituting for other drivers.
- Assesses impact of revisions to routes and schedules.
- Assist with light duty maintenance shop tasks.
- Drives District vehicles to various locations to pick up repair parts.
- Assists in maintaining parts inventory.
- Assists the vehicle maintenance section with data entry.
- Assists the department's clerical staff with data entry.
- Cleans and maintains transportation yard.
- Cleans work area as necessary.
- Facilitates new concepts and practices.
- Communicates accurately and consistently.
- Operates a two-way radio communicating with bus drivers.
- Performs other tasks as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Four years experience as a school bus driver with the Chula Vista Elementary School District (desirable) and qualified to operate all bus types.

- Knowledge of the laws and regulations applicable to the operation of vehicles and personnel involved in the transportation of pupils, safe driving practices and procedures, and District policies and procedures.
- Ability to work well with drivers, parents, pupils, school staff, and transportation department personnel; work independently and accurately with little direction; establish and maintain cooperative and effective relationships with those contacted in the course of work; apply interpersonal skills which reflect patience, tact and courtesy; and communicate and interact effectively and professionally under pressure.
- High school diploma or GED required.
- Must have a good driving record and maintain the following documents: California Commercial Driver License Class A or B with “Air Brake” and “Passenger” endorsements, California School Bus Driver Certificate with no limitations (except “Automatic Transmission Only” is acceptable) and Medical Examiner's Certificate. Must be able to traverse 12½-inch aisles on school buses. Must be able to kneel, squat, bend, climb, twist, and safely enter/exit a school bus through the emergency exits.

*Classified Salary Schedule: Range 29*  
*BOARD APPROVED: 5/18/1999*  
*REVISION DATES: 11/16/04*  
*07/18/23*  
*08/09/23*  
*09/11/24*