

**CLASSIFIED JOB DESCRIPTION**

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**BUS DRIVER/TRANSPORTATION ASSISTANT**

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**JOB SUMMARY:**

Under general supervision, operates a school bus on prescribed routes; performs dispatch duties; assists with routing, inventory, and transportation clerical duties; assists the vehicle maintenance section; committed to teamwork and collaboration to provide maximum services for pupils, staff, and community; and performs other duties assigned.

**ESSENTIAL JOB FUNCTIONS:**

- Serves as a school bus driver transporting pupils/passengers over all scheduled routes and on special excursions; and operating various types of buses.
- Understands and carries out both oral and written instruction.
- Assists in telephone calls for the department, forwards inquires to appropriate staff, and communicates accurately and consistently.
- Assists with two-way radio communications, answers driver inquiries, and transmits information to users of the radio system.
- Assists with attendance and leave record keeping.
- Assists with data entry.
- Assists with field trip scheduling, billing, and accounting.
- Assists with bus routing, pupil data input, and distribution of information.
- Assists with light duty maintenance shop tasks.
- Assists with inventory and parts accounting.
- Performs time keeping duties.
- Performs other transportation support duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Knowledge of laws and regulations applicable to the operation of vehicles and personnel involved in the transportation of pupils; and safe driving practices and procedures, first aid, universal precaution procedures, and operation of two-way radio system.
- Ability to operate all vehicle types, with no limitations (except "Automatic Transmission Only"), maintain proficiency in bus driving; apply interpersonal skills which reflect patience, tact, and courtesy; work with drivers, parents, pupils, school staff, and transportation department personnel; maintain cooperative and effective relationships with those contacted in the course of work; and communicate and interact effectively and professionally under pressure.
- Two years of experience as a bus driver with the Chula Vista Elementary School District.
- High school diploma or GED required.

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- 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”), 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 28*

*BOARD APPROVED: 07/16/02*

*REVISION DATES: 11/14/02*

*11/16/04*

*10/14/20*

*07/18/23*

*08/09/2023*