

CYPRESS SCHOOL DISTRICT
Cypress, California 90630

CLASS SPECIFICATION

LEAD BUS DRIVER/TRAINER

DEFINITION

Under the direction of the Director, Maintenance/Operations, Transportation, and Technology (MOTT), develops and coordinates the assignment of bus routes and trips; oversees scheduling and operations of transportation staff, including training; drives a school bus or other transportation vehicle; maintains required reports; interfaces with parents, administrators, outside agencies, California Highway Patrol, and Department of Education; independently resolves issues related to pupil transportation; coordinates daily delivery operations; and performs other related work as assigned.

REPRESENTATIVE DUTIES

The duties listed below are intended only to illustrate the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to educational partners as needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Act as district liaison with all educational partners, communicating pertinent information using a variety of communication modes
- Deliver district training programs for new and current bus drivers in compliance with federal and state laws and regulations; conduct classroom training; conduct behind-the-wheel training; and conduct pre-trip, skills, road, and driving tests with bus drivers for license requirements
- Create and maintain operator files, log books, medical records and certificates, accident and incident investigations, and training records in compliance with the Department of Motor Vehicles and California Highway Patrol regulations
- Coordinate bus inspections and documentation with California Highway Patrol
- Provide work guidance and direction to transportation staff in scheduling, assigning, and monitoring work for completeness and conformance to district standards
- Develop and coordinate the assignment of bus routes and trips using various technology and computer skills
- Develop and coordinate mail and delivery operations
- Assist and respond to concerns regarding pupil transportation-related matters, referring more complex concerns to the supervisor
- Perform bus pre-trip inspection before driving; report any mechanical defects; refuel and maintain in a safe, clean, sanitary, and orderly condition; and inspect and operate emergency equipment as needed
- Drive designated routes according to established time schedules; drive additional routes as required; transport students, staff, and adult chaperones for daily school routes and trips; stop traffic when needed to escort students safely across streets; provide care and assistance, as appropriate, for students with special needs; conduct required passenger safety instructions; and administer first aid to passengers as required
- Supervise the conduct of students and maintain discipline on the bus; interact thoughtfully and courteously with students, staff, and parents; and resolve conflict in a professional manner

- Prepare and maintain detailed records including mileage, loads, routes, safety/vehicle inspection, and incident reports
- Utilize two-way radio for bus-to-bus and bus-to-dispatch communications
- Assist with servicing vehicle equipment
- Assist in coordinating warehouse/delivery duties of receiving, delivering, and inventory of warehouse goods, food products, and buy-out items
- May work overtime to assist with emergencies as needed, maintaining contact with the office through district communication devices (overtime will be paid according to contract)

ORGANIZATIONAL RESPONSIBILITIES

This is a lead working position for the transportation class series functioning under the supervision and direction of the Director, Maintenance/Operations, Transportation, and Technology. This position may assign and give direction to Bus Driver/Utility Workers. The lead reviews and evaluates bus driver licensing requirements for all qualified employees. This is not a management position and does not formally evaluate employees.

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- First aid techniques
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, spelling, grammar, and punctuation
- Intermediate computer and technology skills
- Microsoft Office Suite, Google Suite
- Principles, methods, practices, and techniques of pupil transportation
- Safe driving methods, practices, and procedures
- Provisions of the Highway Patrol Handbook, California Vehicle Code, and the Education Code applicable to the operation of pupil transportation vehicles
- Licensed Driver Trainer responsibilities

Ability to:

- Assess, develop, and coordinate the assignment and scheduling of bus routes, including stops and traffic hazards, with accuracy and efficiency
- Establish and maintain cooperative working relationships with educational partners
- Maintain routine physical and computerized records
- Prioritize and use good judgment related to emergency and safety matters
- Learn and interpret specific rules, laws, and policies, including Material Safety Data Sheets, and apply them in a variety of situations
- Effectively train and provide instructions to bus drivers
- Understand, carry out, and give oral and written directions in English
- Plan, prioritize, and coordinate multiple tasks to meet timelines
- Work independently
- Operate a school bus and other automotive equipment, observing legal and defensive driving practices

- Recognize equipment malfunctions and take appropriate action
- Maintain order and discipline among students while driving a school bus
- Administer appropriate care and physically assist students with a variety of needs
- Pass mandatory drug and alcohol screening tests
- Maintain regular attendance and punctuality

Training and Experience:

- Graduation from high school or equivalent
- Five (5) years of experience as a bus driver, including some responsibility for planning and scheduling bus routes

License and Certification Requirements:

- Must hold and maintain a:
 - Valid, appropriate California Driver's License (currently being a Class A or B with P [passenger] and S [school bus] endorsements)
 - California Special Driver's Certificate for Type 1 school buses
 - Current Medical Examiner's Certificate
 - Current First Aid Certificate issued by the American Red Cross, is required if the first aid test given by the California Highway Patrol was waived (listed as restriction "6" on the Special Driver's Certificate)
 - A valid Driver Instructor Certificate from the Department of Education
- Must qualify for a valid Level I Forklift Certificate prior to the conclusion of the probationary period

PHYSICAL/MENTAL DEMANDS AND WORKING CONDITIONS

While performing duties of this position, employees may be subject to interruption and are in direct contact with the public, students, and employees. Negative interactions resulting from these contacts can result in stressful situations.

The job may require working split shifts and/or extended hour/day assignments. The employee is required to render physical assistance to disabled passengers and safely lift, carry, or push 50 pounds, and up to 75 pounds with assistance. The employee may frequently sit, climb stairs, maintain balance, stoop, bend, kneel, and reach overhead; use both hands and legs simultaneously; repetitively twist and exert pressure with wrists and hands; be required to speak clearly and hear normal voice conversation. The employee is required to have depth perception and color vision; see small details and long distances; drive a vehicle; work inside and outside; and work in an environment with loud noises and vibrations. The employee will occasionally be exposed to fumes, gases, chemicals, odors, machinery with moving parts, and moving vehicles. The employee may be exposed to minor, occasionally severe, contagious diseases, blood pathogens, and/or body fluids. The employee will often respond to tight deadlines.

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