

## SUNNYVALE SCHOOL DISTRICT

May 2019

### **CLASS TITLE: LEAD BUS DRIVER**

#### **BASIC FUNCTION:**

Under the direction of the assigned supervisor, plan, and develop daily bus routes; maintain and organize transportation records; operate and maintain school buses to transport students safely and efficiently to an assigned location using a designated or temporary route; perform regular safety inspections; prepare a variety of records and reports related to assigned activities; perform a variety of general maintenance duties..

#### **ESSENTIAL DUTIES:**

Prepare, update and maintain a variety of bus driver records, including license and certificate expirations, medical expirations and advance training hours required for the renewal of bus driver certificates; determine driver eligibility; notify drivers of upcoming expirations.

Train and assist new drivers concerning student behavior management and other pupil transportation related problems and situations; contact school sites regarding student discipline issues;

Monitor daily driver bus inspections; maintain current knowledge of applicable laws, rules, regulations and established District policies and procedures.

Assist in the investigation of bus accidents, and prepare reports.

Plan bus routes and bus stops; ride with bus drivers to observe the need for new bus stops or changes in routes; report overhanging branches, view obstructions and road hazards to appropriate authorities; assign drivers to specific jobs and services such as material deliveries.

Prioritize and schedule routes and busses for field trips and special events; assign employees to routes and field trips; prepare related billing materials and conduct route bids according to contracted agreement.

Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation as needed; transport students to and from school, special events and field trips as necessary.

Communicate with District personnel, the public and outside agencies and organizations to exchange information, resolve issues, coordinate activities and prepare annual reports.

Operate a variety of district software, specialized software, including a computer, copier and calculator as necessary.

Utilize two-way radios for bus to bus and bus to base communications and monitor and dispatch busses on urgent basis for shorthanded days as needed.

Transport students, faculty and parents on field trips or other events; meet scheduled departure and arrival times as assigned; prepare related logs and reports.

Assist students to board, sit in and leave the bus safely; assist student in wheelchair by loading and securing before departure and assuring students are securely fastened into their seats; utilize wheelchair lifts and tie downs.

Determine appropriate action in potential or real medical emergency situations according to established guidelines; administer first aid to passengers as needed.

Maintain buses in a clean and safe operating condition; wash, sweep and clean buses including deep cleaning; wax buses as assigned; refuel vehicles as necessary.

Work with summer cleaning team at various sites/schools.

Attend and participate in a variety of meetings related to assigned activities.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Provisions of applicable laws, codes, rules and regulations concerning the operation of vehicles in the transportation of students

Methods, procedures and techniques related to a large pupil transportation operation.

Safe driving practices and methods.

District boundaries.

Record-keeping and report preparation techniques.

Operation of office equipment including a computer and district software.

Verbal and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

**ABILITY TO:**

Drive a school bus safely and efficiently.

Learn and apply District policies and procedures related to student discipline.

Maintain a safe discipline level among passengers.

Administer first aid.

Perform general maintenance and repair on District furniture, buildings, fixtures and facilities.

Operate tools and equipment used in general maintenance work.

Plan and organize effective and efficient bus routes and schedules.

Operate a school bus safely and in conformance with applicable State laws.

Assign bus drivers to designated routes and special event trips.

Maintain accurate records and be able to prepare complete and comprehensive reports.

Monitor safety inspections.

Observe legal and defensive driving practices.

Communicate effectively both verbally and in writing.

Understand and implement verbal and written directions.

Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.

Observe health and safety regulations.

Operate a variety of office equipment including a computer.

Operate a two-way radio.  
Work cooperatively with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of experience in the operation of a school bus.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Class B California driver's license with Passenger and School Bus endorsement.  
Valid restricted or unrestricted California School Bus Driver Certificate.  
Valid First Aid and CPR Certification issued by an authorized agency.  
Valid Bus Driver medical card.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School bus and indoor/indoor environment.  
Seasonal heat and cold or adverse weather conditions.  
Evening or variable hours.  
Exposure to fumes, dust, odors and oil/grease.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Sitting for extended periods of time while operating buses.  
Hearing and speaking to exchange information.  
Reaching, pulling and pushing to open bus doors.  
Bending at the waist, kneeling or crouching to inspect and wash buses.  
Climbing ladders or steps.  
Reaching overhead, above the shoulders or horizontally.  
Seeing to perform custodial work, to monitor passengers and to operate a vehicle.  
Lifting and carrying moderately heavy children.  
Walking or standing for extended periods of time.  
Lifting, carrying, pushing, pulling or moving moderately heavy objects.  
Ability to lift up to 25 pounds.

**HAZARDS:**

Traffic hazards.  
Driving a vehicle during adverse weather conditions.  
Working at heights while inspecting and cleaning the buses.  
Fumes from chemical cleansers and bus operation.  
Cleaning chemicals.  
Working around and with machinery with moving parts.  
Working at heights.  
Contact with blood and other body fluids.

TERMS OF

EMPLOYMENT: Salary and terms of employment are described in the Agreement between Sunnyvale School District and California School Employees Association.

EVALUATION: Performance of this job will be evaluated in accordance with the agreement between the Sunnyvale School District and California School Employees Association.