Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: BUS DRIVER DELEGATE

Classification:	Classified	Work Year:	ATU Contract
Department:	Transportation	Board Approval:	April 19, 2012
Reports To:	Supervisor of Transportation		
Salary Range:	Bus Driver Salary Schedule		

BASIC FUNCTION:
Perform the duties of a bus driver; assist with organizing and conducting behind-the-wheel training sessions for original and renewal drivers; assist with conducting required school bus safety and bus evacuation drills for students; schedule and dispatch school bus routes and drivers; schedule and dispatch extra trip assignments as necessary; assist with route development and related work as required.

REPRESENTATIVE DUTIES:

- Under direction of Supervisor of Transportation, safely drives a school bus over designated routes according to daily time schedules;
- Starts and warms up bus before beginning daily route;
- Maintains good order among students on buses;
- Follows District Policy regarding student discipline and when in contact with parents and other citizens;
- Picks up and drops off students;
- Escorts students across streets or roadways, stopping traffic as necessary;
- Transports students and teachers on field trips to various locations, on occasion choosing the best route, departing and arriving as scheduled;
- Maintains record of mileage driven;
- Recommends route/stop changes to Supervisor of Transportation;
- Assists in scheduling an efficient and most effective routing system;
- Schedules and assigns daily bus routes and drivers; schedules and assigns extra trips;
- Attends scheduled safety meetings and safety programs;
- Schedules and conducts effective school bus safety and bus evacuation programs for students;
- Reports incidents that affect the safety of students to Supervisor of Transportation;
- Answers the phone, dealing with student, route and driver information and issues;
- Deals with emergencies as necessary following proper procedures;
- Instructs bus drivers in the proper operation of school transportation vehicles;
- Qualifies drivers on all district busses;
- Plan, coordinate, organize and conduct behind-the-wheel bus driver training programs;
- Reports to management regarding driver knowledge and skills in the efficient, safe, and legal aspects of school bus operation;
- Using a prescribed check list inspects vehicles to maintain safe operating condition;
- Advises on repairs needed;
- May be given part-time assignment in checking fuel status on all buses and refueling as necessary;
- Cleans windshield, headlamps, tail and turn lamps, and mirrors daily; sweeps and cleans bus daily;
- Washes exterior of buses;
- Cleans complete interior of bus, lifts and cleans under seats, dusts and washes seat backs, interior walls, windows, and floors annually;
- Assists the Supervisor of Transportation with new and prospective employee activities (e.g. coordinates orientation etc.) for the purpose of assimilating new bus drivers into the organization;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities;
- Performs other duties similar to the above in scope and function as required.

LICENSES AND OTHER REQUIREMENTS:

- Air Brake Endorsement
- Passenger Endorsement
- First Aid Certificate
- Department of Transportation DL-51 (Medical) Certificate
- All other legal requirements by law or regulation
- California Class A or B Drivers License
- California School Bus Driver Certificate
- Possession of a valid CDE Delegate Behind-the-Wheel Trainer Certificate
- Pre-employment & Random drug/alcohol testing in compliance with the Omnibus Employee Testing Act of 1991

EDUCATION and EXPERIENCE

- High School or general education degree GED
- Five (5) years of experience as a school bus driver
- Education and training necessary to maintain required certificates and licenses

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Safe driving practices;
- Methods of maintaining order in a diplomatic manner;
- Principles, methods, techniques and strategies for Behind the Wheel training of school bus drivers;
- Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers;
- Basic record-keeping techniques;
- Interpersonal skills using tact, patience and courtesy;
- Methods, procedures and techniques related to a large pupil transportation operation (as per Behind the Wheel Training, Vehicle Code and California Educational Code);
- Safe driving practices and methods;
- Proper lifting techniques;
- First aid and medical care and emergency evacuation procedures;
- Knowledge is required to provide instruction regarding safe driving practices and provisions of the California Motor Vehicle Code; California Highway Patrol; Education Code applicable to the operation of vehicles transporting school students; implement district policies regarding discipline of students; and to administer first aid when required.

ABILITY TO:

- Drive a school bus and other automotive equipment safely and efficiently;
- Understand and carry out directions;
- Maintain simple and routine records;
- Recognize malfunctions in equipment and take appropriate action;
- Speak, read, and write English at a level required for satisfactory job performance;
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties;
- Plan, coordinate, organize and conduct behind-the-wheel bus driver training programs;
- Monitor and assess bus drivers' assuring a high standard of performance is maintained (as per the Behind the Wheel Training manual, Vehicle Code and California Educational Code);
- Communicate information between administrators, central dispatch and driving staff;
- Provide oral and written communication skills;
- Deals with emergencies as necessary following proper procedures;
- Instructs bus driver and applicants for the purpose of providing behind-the-wheel training and addressing school bus regulations/safety procedures;
- Participates in various activities (e.g. meetings, training, etc.) for the purpose of receiving and/or conveying information;
- Attends meetings, trainings, etc., for the purpose of maintaining skills and meeting requirements of school bus driver certificate;
- Deal appropriately and effectively with students, teachers, parents, employees and supervisors;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities;
- Works with a minimum of supervision in providing behind-the-wheel training to bus driver candidates and employees, addressing school bus regulations and safety procedures;
- Maintain consistent, punctual and regular attendance;

- To instruct and train new and currently employed bus drivers regarding school bus safety and student management, bus routes, bus stops, district safety hazards, application of oral and written instructions, and maintaining good working relationships with a diversity of individuals;
- To teach the safe operation of a school bus in accordance with the driving practices and provisions of the California Motor Vehicle Code; California Highway Patrol; Education Code, and Carriers Handbook (HPH 82.7) applicable to the operation of vehicles transporting school students and maintain order among students on a school bus.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

- Sit for extended periods of time
- Bend at the waist, kneel or crouch to inspect buses
- Climb steps
- Operate a computer keyboard
- Appropriately handle stressful conditions
- Use proper lifting methods, requires lifting 50-lbs. maximum or carrying any object weighing up to 25 lbs
- Requires moderate physical effort and exertion associated with the ability to lift, carry, push, pull, or climb