

Sunnyvale School District
Position Title: Lead Bus Driver

Work days/month: 261 days / 12 months

Salary: Range 33 (<https://www.sesd.org/Page/719>)

Basic Functions:

- 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 & Responsibilities:

1. Train and assist new drivers concerning student behavior management and other pupil transportation related problems and situations; contact school sites regarding student discipline issues;
2. Monitor daily driver bus inspections; maintain current knowledge of applicable laws, rules, regulations and established District policies and procedures.
3. Assist in the investigation of bus accidents, and prepare reports.
4. 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.
5. Prioritize and schedule routes and buses 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.
6. 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, faculty and parents to and from school, special events and field trips as necessary; stop traffic and escort students across streets as necessary.
7. Observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.
8. Maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with District policies related to disciplining students; prepare related reports as necessary.
9. Conduct required safety inspections of buses, inspecting the interior, exterior and engine of the vehicles; report mechanical malfunctions or other problems as required; prepare and maintain related records.
10. Communicate with District personnel, the public and outside agencies and organizations to exchange information, resolve issues, coordinate activities and prepare annual reports.
11. Operate a variety of district software, specialized software, including a computer, copier and calculator as necessary.
12. Utilize two-way radios for bus to bus and bus to base communications and monitor and dispatch buses on urgent basis for shorthanded days as needed.
13. Assist students to board, sit in and leave the bus safely.
14. Determine appropriate action in potential or real medical emergency situations according to established guidelines; administer first aid to passengers as needed.
15. Maintain buses in a clean and safe operating condition; wash, sweep and clean buses including deep cleaning; wax buses as assigned; refuel/recharge vehicles as necessary.
16. Work with summer cleaning team at various sites/schools.
17. Clean district vehicles as assigned
18. Attend and participate in a variety of meetings related to assigned activities.
19. Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
20. Assure the safety of students by following health protocols and safety rules.
21. Perform other related duties as requested by the supervisor

Knowledge:

1. Provisions of applicable laws, codes, rules and regulations concerning the operation of vehicles in the transportation of students
2. Methods, procedures and techniques related to a large pupil transportation operation.
3. Safe and defensive driving practices.

4. District boundaries.
5. Record-keeping and report preparation techniques.
6. Operation of office equipment including a computer and district software.
7. Methods, equipment and materials used in general maintenance work.
8. Health and safety regulations including basic first aid procedures.
9. Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
10. Basic computer skills including email and district applications.
11. Best practices for maintaining a positive and safe environment for passengers.

Abilities:

1. Plan and organize effective and efficient bus routes and schedules.
2. Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
3. Drive a school bus safely and efficiently.
4. Observe legal and defensive driving practices.
5. Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
6. Administer first aid.
7. Observe health and safety regulations.
8. Perform general maintenance and repair on District furniture, buildings, fixtures and facilities.
9. Operate tools and equipment used in general maintenance work.
10. Communicate professionally and clearly both verbally and in writing.
11. Work cooperatively with diverse staff, students, and community.
12. Follow verbal and written instructions with minimal supervision and use good judgment.
13. Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities

Education and Experience:

1. Possess a high school diploma or equivalent.
2. Three years of bus or experience in the operation of a school bus.

Required Licenses & Certificates:

1. Valid Class B California driver's license with Passenger and School Bus endorsement.
2. Valid restricted or unrestricted California School Bus Driver Certificate.
3. Valid First Aid and CPR Certification issued by an authorized agency.
4. Valid Bus Driver medical card.
5. Fingerprint clearance from the Department of Justice.

Working Conditions:

1. Environment:

1. School bus and indoor/indoor environment including community-based settings.
2. Seasonal heat and cold or adverse weather conditions.
3. Evening or variable hours.
4. Exposure to fumes, dust, odors and oil/grease.
5. Driving a vehicle to conduct work.
6. Constant interruptions
7. Occasional interaction with emotional, dissatisfied, or demanding individuals.

2. Physical Requirements:

1. Sitting for extended periods of time while operating buses.
2. Bending at the waist, kneeling or crouching.
3. Climbing ladders or steps.

4. Reaching overhead, above the shoulders or horizontally.
5. Visual acuity to read a variety of materials in both print and digital formats, perform custodial work, to monitor passengers and to operate a vehicle.
6. Auditory ability to exchange information.
7. Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
8. Lifting, carrying, pushing or pulling moderately heavy objects, up to 25 pounds.

3. Hazards:

1. Traffic hazards.
2. Driving a vehicle during adverse weather conditions.
3. Fumes from chemical cleansers and bus operation.
4. Working around and with machinery with moving parts.
5. Working at heights.
6. Challenging behaviors from students in states of dysregulation
7. Potential for contact with blood and other body fluids.

Terms of Employment:

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

Evaluation:

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).