



Job Description

Title: Bus Driver/Trainer/Dispatcher	FLSA Status: Non-Exempt	Months: 12
Supervisor: Transportation Supervisor	Supervises: N/A	Range: 29
Department: Transportation	Bargaining Unit: Classified	Approved:12/19/2019

JOB SUMMARY:

Under the direction of the Transportation Supervisor, serve as the lead bus driver and coordinate transportation routes; provide training and guidance to School Bus Drivers and perform bus driving and related duties as assigned; assist the Transportation Supervisor in the daily operation of the Transportation Department; drive a school bus as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the Lead Bus Driver and provide training to School Bus Drivers; coordinate routes and schedule and maintain surveillance of bus routes for hazards and road conditions; drive a school bus as needed.
- Dispatch regular and substitute School Bus Drivers for performance of reliable, on-time pupil transportation service and ensure that assignments are covered and completed according to established procedures; assign drivers and substitutes according to qualifications.
- Develop routes and construct schedules for various transportation services as assigned; serve as responsible for service changes, requests and exceptions; modify schedules to support special programs, activities and changes in school calendars; reviews various schedules to ensure compliance with existing policies while providing opportunities for economies and consolidation.
- Receive, route, relay and respond to telephone calls pertaining to daily operations, deliveries, pick-ups and interruptions to services.
- Assist with performing and documenting classroom and on-the-road driving skills evaluation as assigned by the position and ensures drivers' compliance with safety practices, District policies and State codes and regulations.
- Assist drivers in resolving problems and situations related to routes, traffic conditions, pupil related problems, non-deliverables, alternative addresses, emergencies and other contingencies.
- Prepare and maintain records and reports related to assigned activities.
- Make recommendations regarding the location of bus stops and initiate route changes as required.
- Communicate with parents, transportation department and District staff to exchange information, coordinate activities and resolve issues or concerns; serve as contact person for complaints regarding departmental service; confer with school principals and other officials in adopting transportation services.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software applications.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Provisions of applicable state and federal laws, California Motor Vehicle Code, the Education Code and District policies applicable to the operation of vehicles in transporting school children.
- Safe driving practices.
- Modern office practices, procedures and equipment.
- Methods, practices and procedures of dispatching transportation vehicles.
- Principles and practices of training.
- District boundaries.
- Health and safety regulations.
- Operation of a computer and assigned software.
- Telephone techniques and etiquette.
- Record-keeping techniques.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

Skills/Ability to:

- Plan, coordinate and develop bus routes and schedules.
- Assign bus drivers to designated routes.
- Review routes and schedules to accommodate changes.
- Maintain a variety of records and reports related to assigned activities.
- Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
- Operate a variety of office equipment including a computer and applicable software.
- Observe legal and defensive driving practices.
- Plan and organize work.
- Answer telephones and greet the public courteously.
- Understand and resolve issues, complaints or problems.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Provide training and work guidance to others.
- Establish and maintain cooperative and effective working relationships with others.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- Three years of experience driving a bus including responsibility for planning and scheduling bus routes.

Licenses, Certifications and other Requirements:

- Valid California Class "A" or Class "B" driver's license with a "P" endorsement.
- Valid School Bus Driver Instructor's permit.
- Valid California Class C driver's license.
- Valid School Bus Certificate issued by the California Highway Patrol.
- Valid medical certificate.
- Valid First Aid certification.
- Pre-employment drug screening.
- Pre-placement physical exam.
- Criminal justice/fingerprint clearance.
- Tuberculosis clearance.

WORKING CONDITIONS:**Work Environment:**

- Office/transportation yard/school bus environment.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil/grease and gases.
- 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.
- Reaching overhead, above the shoulders or horizontally.
- Seeing to monitor passengers and operate a vehicle.
- Lifting, carrying, pushing or pulling adaptive equipment and students.

Hazards:

- Traffic hazards.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.