



## Job Description

<b>Title: Transportation Assistant /School Bus Driver</b>	<b>FLSA Status: Non-Exempt</b>	<b>Months : 11</b>
<b>Supervisor: Director- Maintenance Operations &amp; Transportation</b>	<b>Supervises: N/A</b>	<b>Range: 22</b>
<b>Department: Transportation</b>	<b>Bargaining Unit: Classified</b>	<b>Approved:12/19/2019</b>

### JOB SUMMARY:

Under the direction of Director- Maintenance Operations & Transportation, cover bus routes practicing legal and non-aggressive defensive driving practices; transport students safely and efficiently to an assigned location on a designated route; perform regular safety inspections; ensure the safety of students during transport, loading and unloading from buses. Perform a wide variety of clerical and secretarial work in support of operations and activities related to Transportation; serve as a as receptionist; answer telephones and radio calls to assist in smoother operation of transportation office.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operate a school bus along a designated route; pick up and discharge students in accordance with time schedules; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.
- Maintain order and discipline among passengers on the bus in accordance with policies related to disciplining students; enforce district policies and procedures related to transportation of students.
- Monitor student activities and behavior; reports observations and/or incidents (e.g., bus stop compliance, discipline, accidents, passenger inappropriate social behavior).
- Determine appropriate action in emergency situations according to established guidelines; administer first aid to passengers as needed.
- Conduct required daily safety inspections of buses; inspect the interior, exterior and engine of buses to assure safe operational condition; report mechanical malfunctions or other problems as required.
- Maintain buses in a clean and safe operating condition; wash, sweep and clean the exterior, interior and windows of assigned buses; refuel, service and prepare vehicle for operation.
- Supervise the loading and unloading of general education students and students with special needs; assure students with special needs are seated safety and seat belts, harnesses and wheelchair clamps are secured as required.
- Provide bus evacuation and safety instruction to district staff and students.
- Load, secure, transport and unload equipment and cargo.
- Transport students, staff and parents on field trips or other events; meet scheduled departure and arrival times as assigned.
- Prepare and maintain related logs, work orders, records and reports.
- Record and submit reports on driving time, mileage, fuel and oil consumption, student counts and safety inspections.
- Operate equipment, including wheelchair lifts, tie downs, seat belts, harnesses and other adaptive equipment as necessary.
- Operate a two-way radio for bus to bus and bus to base communications.
- Attend safety meetings, in-service trainings and programs as assigned.
- Develop bus routes based on a variety of information. Identify special assignments and evaluate assignments.
- Perform a wide variety of clerical and secretarial work in support of operations and activities related to transportation; greet and assist office visitors; serve as receptionist; initiate and receive telephone calls; screen and route calls; take and relay messages; respond to inquiries and provide information related to Transportation functions, operations, policies

and procedures; invoice parents for services rendered; inventory and order materials and supplies; prepare routine correspondence; substitute or serve as coverage for other office staff.

- Operate a variety of office equipment including a computer and assigned software.
- Input a wide variety of data into an assigned computer system; create queries, orders and computerized lists, records and reports.
- Communicate with other departments, vendors and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Attend and participate in meetings and in-service trainings; set-up and schedule custodial and maintenance safety meetings.

**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:**

- Safe and defensive driving practices.
- Proper operations of school buses.
- Applicable California motor vehicle codes, Education code and State and federal traffic and student transportation laws, policies, guidelines and regulations.
- Basic first aid procedures.
- Basic record-keeping techniques.
- Applicable radio codes and proper usage of a two-way radio.
- Designated bus routes, bus stops and district traffic hazards.
- Problems and concerns of students with special needs.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping and report preparation techniques.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Basic inventory techniques.

**Skills/Ability to:**

- Drive a school bus safely and efficiently.
- Learn and apply policies and procedures related to student discipline on buses.
- Maintain a safe discipline level among passengers.
- Observe legal and defensive driving practices.
- Learn and follow designated routes.
- Learn and interpret rules, regulations, laws and policies governing the district.
- Maintain bus in clean and proper working condition.
- Conduct safety inspections and perform routine preventive maintenance.
- Administer first aid.
- Maintain routine records.
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Operate a two-way radio.
- Perform a variety of responsible clerical and secretarial duties in support of transportation operations.
- Learn transportation terminology, practices and procedures.
- Answer telephones and greet the public courteously.
- Type or input data accurately at an acceptable rate of speed.

- Work independently with little direction.
- Understand and follow oral and written instructions.
- Meet schedules and timelines.
- Prioritize work.
- Complete work with many interruptions.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- 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.
- Sufficient training and experience to demonstrate the knowledge and abilities listed above.

**Licenses, Certifications and other Requirements:**

- Valid California Class “A” or Class “B” driver’s license with a “P” endorsement.
- 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:**

- Indoor/outdoor/school bus environment.
- Seasonal heat and cold or adverse weather conditions.
- Evening or variable hours.
- 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 to inspect and wash buses.
- 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.