

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Bus Driver/Delegated Behind the Wheel Trainer

DESCRIPTION OF BASIC RESPONSIBILITIES

Perform duties as a bus driver; assist with conducting required school bus safety and bus evacuation drills for students; schedule, coordinate, dispatch and monitor regular and special education bus routes and field trips; maintain computerized routing systems, input data and produce training and other reports; communicate with parents, staff and administrators regarding student needs; recommend routing schedule formats and assist with the route development.

SUPERVISOR: Transportation Supervisor

TYPICAL DUTIES:

1. Drive a school bus over designated routes according to daily time schedules.
2. Pick up and drop off students.
3. Escort students across streets/roadways, stopping traffic as necessary.
4. Transport students and teachers on field trips to various locations, on occasion choosing the best route, departing and arriving as scheduled.
5. Using a prescribed check list, inspect vehicles to maintain safe operating condition.
6. Recommend route/stop changes to supervisor.
7. Advises on repairs needed.
8. Attend scheduled safety meetings and safety programs
9. Maintain good order among students on buses.
10. Report incidents that affect the safety of students to supervisor.
11. Follow District policy regarding student discipline and when in contact with parents and other citizens.
12. Clean complete interior of bus, lift and clean under seats, dust and wash seat backs, interior walls, windows and floors annually.
13. Maintain record of mileage driven.
14. May be assigned to check fuel status on buses and refuel as necessary.
15. Start and warm up bus before beginning daily route.
16. Clean windshield, headlamps, tail and turn lamps and mirrors daily; sweep and clean bus daily.
17. Wash exterior of buses.
18. Direct students regarding safety for the purpose of enforcing rules, regulations, laws and safety.
19. Inspect assigned vehicles, i.e. brake system, oil levels, coolant, tire pressure, and exterior condition to assure vehicle is in a safe operating condition.
20. Prepare documentation to provide written support and/or convey information.
21. Clean assigned vehicles, interior and exterior, to maintain appearance, sanitation and safety of vehicle.
22. Assist students and other passengers in providing safe entrance and exit from buses, including both emergency situations and normal transport.
23. Assess potential emergency situations and take appropriate action to protect the well being of passengers.
24. Attend training to maintain skills and meet school bus certificate requirements.

25. Fuel assigned vehicle to maintain in safe operating condition.
26. **Assisting dispatch and Supervisor in schedule and coordinate regular and special education bus routes and field trips to ensure safety and efficiency; review bus schedules according to traffic hazards and fluctuations in the number of passengers.**
27. **Assist in the development, medication and coordination of annual route schedules.**
28. **Maintain computerized routing systems, input data and produce training reports.**
29. **Communicate with parents, staff and administrators regarding student needs.**
30. **Keep current with the California Highway Patrol Passenger Transportation Safety Hand Book (82.7) to ensure the safety of bus stops and routing.**
31. **Investigate school bus accidents, prepare and maintain a variety of records and reports related to training, driver logs, school bus accidents and field trips; compile related information and maintain filing systems.**
32. **Assist in preparing accident and injury reports.**
33. **Utilize two-way radio to communicate instructions to bus drivers for routine and emergency problems.**
34. **Assist with the resolution of situations involving student discipline/behavior.**
35. **May work flexible hours, including split shifts, evenings and weekends.**
36. **May be required to transport students to and from school.**
37. **May be required to transport for special event trips in urgent situations.**
38. **May assist in tracking driver absentee record information and substitute driver reports.**
39. **Teach the safe operation of a school bus in accordance with the driving practices and provisions of the California Department of Motor Vehicles; California Highway Patrol; Education Code.**
40. Perform other duties similar to the above in scope and function as required.

EDUCATION AND EXPERIENCE

High school diploma or equivalent

Possession of currently valid California Class B Driver's License, Air Brake Endorsement, Passenger Endorsement, California Special Certificate for School Bus Drivers, and Department of Transportation DL-51 (Medical) Certificate

Evidence of insurability

First Aid Certificate

TB and drug test clearance

Criminal Justice fingerprint clearance

California Commercial Drivers License

Special School Bus Endorsement

A valid CDE Delegate Behind-the-Wheel Trainer Certificate

Licenses and all other legal requirements by law or regulation and certifications

Two (2) years of transportation experience is required. Experience involving the preparation and maintenance of records and schedules is preferred.

EMPLOYMENT STANDARDS

Knowledge of:

Vehicle operation
Safe driving practices
California Vehicle Code and the Education Code applicable to the operation of vehicles transporting students
Methods of maintaining order in a diplomatic manner
Knowledge of first aid **and medical care and emergency evacuation procedures**
Basic maintenance requirements and Driving Code
State and local regulations governing the operation of school transportation facilities
Scheduling and data entry including Record-keeping techniques
Principles, methods, techniques and strategies for behind the wheel training of school bus drivers
Providing instruction regarding safe driving practices and provisions of the California Motor Vehicle Code; California Highway Patrol; Education of students; and to administer first aid when required

Ability to:

Evaluate schedules and meet deadlines
Operate a school bus and other automotive equipment safely and efficiently
Maintain order among students on a school bus
Understand and carry out oral and written directions
Make common sense decisions in potentially critical situations
Recognize malfunctions in equipment and take appropriate action
Administer First Aid
Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner
Communicate effectively in both oral and written form
Establish and maintain cooperative relationships with those contacted in the performance of required duties
Plan, organize and work independently
Maintain **documentation and** records
Instruct and train new and current bus drivers regarding school bus safety and student management, bus routes, bus stops, district safety hazards, application of oral and written instructions
Learn, interpret, apply and explain rules, regulations, laws, policies and procedures
Participates in various activities (e.g. meetings, training, etc.) for the purpose of receiving and/or conveying information
Schedule, coordinate and monitor bus routes and training schedule
Maintain computerized routing and training systems

PHYSICAL CHARACTERISTICS

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone and office equipment.
5. Sufficient mobility to move about the District and drive a vehicle.
6. Sufficient strength to lift 50 lbs. or carry object weighing over 25 lbs.
7. Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.