

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: TRANSPORTATION SCHEDULER/ SCHOOL BUS DRIVER

BASIC FUNCTION:

Under the direction of the Supervisor, Transportation, prepare student transportation routes and bus driver schedules for home-to-school, special education and field trip activities; drives a school bus to transport students safely and efficiently to an assigned location on a designated route; assures safety of students during transport, loading and unloading from buses; performs regular safety inspections.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administer basic first aid and CPR as needed.

Assigns drivers and buses to transport special education students on regular routes and field trips; schedules new student pick-up and drop off routes; assigns substitute bus drivers as necessary; prepare substitute driver work lists.

Assists in planning school bus routes, driver schedules, stops, and loading zones; makes temporary arrangements for route changes and vehicle breakdowns.

Assists students and other passengers by providing safe loading and unloading from buses including both normal transport and emergency situations; safely transports and assists medically fragile and students with special needs.

Communicates with District personnel, parents and legal guardians to exchange information including route changes, schedule variances and other related topics and to resolve issues or concerns; responds to inquiries from students, parents, and staff regarding transportation services.

Conducts required daily safety inspections of buses; inspects the interior, exterior and engine of buses to assure safe operational condition; reports mechanical malfunctions or other problems as required; prepares and maintains related maintenance records.

Determines appropriate action in emergency situations according to established guidelines; administers first aid to passengers as needed.

Dispatches bus drivers and buses on routes and field trips; schedules student transportation requests; assists with dispatching support duties as assigned.

Drives a school bus along a designated route; picks up and discharges students in accordance with time schedules; observes legal and defensive driving practices; assures compliance with applicable traffic and student transportation laws, codes and regulations.

Maintains buses in a clean and safe operating condition; washes, sweeps and cleans buses; refuels, services and prepares vehicle for operation.

Maintains order and discipline among passengers on the bus and while waiting at bus stops in accordance with policies related to disciplining students; advises students and other passengers of appropriate behavior.

Maintains records and prepares reports related to regular and special routes, personnel, schedules, financial issues and student discipline; types input driver schedules, route sheets and run time reports into an assigned computer system; maintains accurate records of students requiring special needs and medical information; maintain filing system.

Operates and responds to calls on telephone and two-way radio.

Performs program specific office and administrative duties in support of transportation services operations; prepares documents and reports including maps, route sheets and schedule requests.

Prepares related logs and reports as necessary including pre-trip, field trips, accident, passenger incident and inspection reports; maintains route, passenger misconduct, mileage, and student counts records.

Processes and maintains field trip requests and information; logs requests; assists in the coordination of charter vehicles and contacts schools; assures proper coverage of field trips.

Transports students, faculty and parents on field trips or other events; meets scheduled departure and arrival times as assigned.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Routing techniques and scheduling of employees.
Policies and objectives of assigned program and activities.
Safe and defensive driving practices.
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Proper operations of school buses.
Applicable traffic and student transportation laws, codes and regulations.
Basic first aid, CPR & AED procedures.
Basic record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.
Oral and written communication skills.

ABILITY TO:

Monitor assigned personnel and vehicles to assure safe, efficient, timely and accurate transportation of students.
Coordinate schedules and assignments, and design routes.
Dispatch bus drivers and buses on routes and field trips.
Serve as a liaison between schools and parents.
Drive a school bus safely and efficiently.
Learn, apply and explain rules, regulations, policies and procedures.
Maintain a safe discipline level among passengers.
Observe legal and defensive driving practices.
Learn and follow designated routes.
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.
Communicate effectively with others
Meet schedules and timelines.
Operate a variety of office equipment, a computer and assigned software.
Operate equipment used in transporting students including large/small buses, vans, and other vehicles.
Operate a two-way radio.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and two years of transportation program experience including driving a bus.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
California School Bus Driver's Certificate
Valid California Class B Driver License with P/S endorsements.
Valid First Aid and CPR certificate issued by an authorized agency.
Medical Examiner's Certificate

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor 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:

Dexterity of hands and fingers to operate a computer keyboard.
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 moderately heavy children or objects.

HAZARDS:

Potential contact with blood and other body fluids.
Potential contact with blood-borne pathogens and communicable diseases.
Traffic hazards.

FLSA Status

Non Exempt

Approval Date

10/29/15, 9/28/17, 2/18/20