

Personnel Commission Approval: June 8, 2021
Board Approval: June 21, 2021

Senior Bus Driver/Instructor/Dispatcher

Definition

Under the direction of the Director of Maintenance, Operations, Facilities and Transportation to perform lead duties in support of the District's transportation function, including but not limited to: delivery of ongoing behind the wheel training and on-the-road driving proficiency to all bus drivers; regularly scheduling of all bus routes, special excursions and field trips, and overall coverage required to meet the transportation operation scheduling demands; evaluates, resolves and/or recommends solutions to incidents, complaints, and/or accidents; and operate a school bus, transport students and performs daily safety inspection of bus equipment.

Essential Duties and Responsibilities

- Coordination and delivery of ongoing behind-the-wheel training and on-the-road driving skill proficiency of current and substitute bus drivers;
- Perform and maintain related records of on-the-road driving skill proficiency tests for District school bus drivers, substitute and new applicants;
- Evaluate bus stops and routes;
- Conduct behind-the-wheel driver observations and behind-the-wheel proficiency check rides;
- Maintain behind-the-wheel training, testing, and evaluation records and prepare reports and documentation required by state and/or federal law;
- Conduct safe riding practices and bus evacuation training to students and staff at District schools as assigned;
- Schedule and coordinate first aid classes for drivers;
- Schedule and coordinate transportation for home-to-school students, special education students, field trips, and athletic and sporting events;
- Arrange transportation for new students, notify school sites and any other necessary parties of pick-up and drop-off times and locations;
- Develop and assign any extra hourly assignments, routes, trips; maintain all records and documents; and post weekly in adherence with the classified bargaining agreement;
- Evaluate traffic condition, time-of-day, pupil load, bus stops, loading zones, class schedule to develop efficient bus routes and operations, and route sheets for bus drivers;
- Prepare and maintain route files, maps and records for District programs;
- Dispatch school buses and drivers to ensure effective use of personnel and resources;
- Become familiar with and maintain current knowledge of applicable laws, rules, regulations including California Vehicle Code, California Education Code, and established District policies and procedures;
- Assist in reviewing and interpreting accident reports;
- Assist in purchasing and obtaining parts and supplies for vehicle maintenance shop;

- Operate various office equipment including two-way radio, a computer and relevant software in order to input data and generate report;
- Process daily time sheets, mileage, time and load records and other related documents;
- Assist in route bidding process after establishing District routes;
- Drive a school bus as needed to cover routes and special events;
- Other relatable duties as assigned.

Required Qualifications

- Valid California Class A or B commercial driver's license with passenger endorsement (air brakes);
- Valid California Special School Bus Driver's Certificate with zero restrictions;
- State Instructor's or Delegated Behind-The Wheel Certificate;
- Valid Medical Exam Certificate as required by district policy or legal statute;
- No chargeable accidents in any vehicle within the last three years;

Preferred Qualifications

- Bilingual preferred

Training and Experience

- Any combination equivalent to graduation from high school;
- Five years' experience as a Bus Driver;
- Experience in Bus Driver Training/Dispatching;
- Successful completion of all training in the latest edition of the Instructor's Behind-the-Wheel Training Guide for California's Bus Driver's Training Course.

Knowledge of

- Applicable State and Education Code sections and traffic laws;
- Safe driving methods and techniques;
- Various mechanical characteristics of buses;
- In-field monitoring of fleet operations;
- Principles of instruction and training;
- Interpersonal skills using tact, patience, and courtesy;
- Oral and written communication skills;
- Health and safety regulations.

Ability to

- Train others in safe and efficient behind-the-wheel operation of a school bus;
- Understand and follow oral and written instructions;
- Maintain records and prepare reports;
- Observe health and safety regulations;
- Work independently with little direction;
- Observe legal and defensive driving practices;
- Interpret, apply and explain applicable laws, rules and regulations;
- Establish and maintain cooperative and effective working relationships with others.

Physical Requirements

Employees must be physically able to perform essential duties of a position with or without reasonable accommodation and without hazard to themselves or others.

- Sit in a vehicle for long periods of time without a break;
- Repetitively use fingers, wrists, and hands while twisting or applying pressure;
- Ascend/descend ladders and stairs;
- Maintain balance;
- Push, pull, stoop, kneel, crawl, and bend repeatedly;
- Simultaneously use both arms, legs, and hands;
- Reach overhead, above the shoulders, and horizontally;
- Hear normal voice conversation and speak clearly;
- Have depth perception and color vision, distinguish shades, see small details and long distances;
- Lift, carry, and push objects weighing up to 40 pounds.

This position will be paid on the appropriate step of the classified salary schedule (261 days, 12 months - Range 164; \$4,290.48 - \$5,209.58)