

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JUNE 2017
RANGE: 43.0
CLASSIFIED
CODE: 3, 5, 7, 9

LEAD SCHOOL BUS DRIVER

DEFINITION

Under general supervision, assist the transportation dispatchers;

responsible for cleaning school buses and white fleet;

stand-by to substitute drive on any necessary school bus route or field trip;

perform related duties and responsibilities as required or assigned.

EXAMPLES OF DUTIES

Work a split eight hour shift that may begin as early as 5:00 a.m. and end as late as 5:00 p.m., assist central dispatch in communication with parents and school personnel using the two-way radio, telephone and paging system;

maintain school buses and white fleet in a clean and orderly condition;

assist in maintaining vehicle fleet records using established computer programs;

inspect and maintain cleanliness of vehicles to ensure safe operating conditions;

assist with a variety of record keeping and filing tasks;

wash, wax and detail inside school buses and white fleet;

drive a school bus or transportation vehicle over assigned routes in accordance with an established time schedule, transports children to and from school;

stock vehicles with essential items for operation;

load and unload students safely at designated stops;

direct the work of other bus drivers in a lead capacity and organize a wash and wax crew;

stop traffic and escort children across streets, when necessary;

shuttle vehicles to various locations, as needed;

may transport children, teachers and chaperones on field trips and community based instruction (CBI);

maintain bus or transportation vehicle in a clean and orderly condition, and inspect and report any and all mechanical defects or malfunctions;

adhere to policies and procedures in maintaining appropriate student behavior and public contacts concerning transportation problems and concerns;

attend scheduled safety meetings and safety programs;

complete the daily transportation activity record, including number of students transported, mileage, type of trip, and standby time;

sweep, clean, vacuum and refuel buses;

transport children with special learning needs and physical handicaps;

administer first aid as required;

may be required to lift students physically and mechanically into and from bus.

QUALIFICATIONS

Knowledge of

Proper techniques and etiquette in using the two-way radio and telephone system;

basic computer skills with knowledge of spreadsheet and word processing applications;

basic record keeping and filing practices;

safe driving practices and techniques;

basic first aid procedures and methods;

safety and maintenance requirements of bus and other pupil transportation equipment;

provisions of the Education Code, California Motor Vehicle code and Title 13, CCR applicable to the operation of vehicles in the transportation of school children.

Ability to:

Communicate effectively with good tone and voice quality on the two-way radio, telephone and paging system;

adjust to a change in scheduled assignment and work hours with relative ease;

drive a school bus and other transportation equipment safely and efficiently;

maintain appropriate student behavior on a school bus or other transportation equipment;

perform appropriately in situations requiring tact and diplomacy;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

lift 50 lbs., stoop, bend, kneel, and sit for long periods.

Experience:

Three (3) years of experience in the operation of a school bus for the transportation of special education children.

Education:

Equivalent to the completion of the twelfth grade.

License requirement:

Possess a valid Class B California Motor Vehicles Operator's license, and a valid California School Bus Driver's Certificate with passenger and air-brake endorsements.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Conditions of employment:

A preplacement medical assessment is a condition of employment after all other job conditions have been met.

A substance abuse test, at office expense, is required prior to employment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

6/14/17

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