

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MAY 2018
RANGE: 40.0
CLASSIFIED
CODE: 2, 3, 5, 7, 9

FLEX DRIVER

DEFINITION

Under general supervision, to operate a field trip or a charter-style school bus or transportation vehicle to various locations throughout the county and state.

work a flexible daily schedule – reporting times may vary;

transport passengers from school sites and other county organizations to designated locations on an activity and field trip;

transport special education students on activity or field trips;

may transport children, parents and teachers on field and activity trips;

and to do other related work as required.

EXAMPLES OF DUTIES

Load and unload students safely at designated stops;

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

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

complete and submit the daily transportation activity record and field trip tickets, including number of students transported, mileage, type of trip, location, additional stops and standby time;

perform daily pre-trip and post-trip inspections of a field trip bus, charter-style bus, school bus or transportation vehicles and equipment;

perform emergency evacuations speech with each activity and field trip, daily;

complete a daily drivers log for hours of duty;

sweep, clean, and refuel assigned buses or transportation vehicles;

attend all scheduled safety meetings and high density safety programs;

may drive home-to school routes;

may load and unload luggage, food coolers, and sporting equipment;

secure wheelchairs using cargo tie-down systems;

stop traffic and escort children across streets, when necessary;

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;

may be required to lift up to 50 pounds.

QUALIFICATIONS

Knowledge of:

Safe driving practices and techniques;

basic first aid procedures and methods;

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

Ability to:

Drive a school bus, trip bus or charter-style bus and other transportation equipment safely and efficiently;

maintain appropriate student behavior on a school bus trip bus or charter-style 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.

Experience:

One year of experience in the transportation of field and school activity trips required.

Education:

Equivalent to the completion of the twelfth grade.

Conditions of employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Possession of a valid Class B, Motor Vehicle Operator's License;

Possession of a School Bus Driver's Certificate, with medical certificate, issued by the California Highway Patrol, including the ability to obtain a current Medic First-Aid card;

Must maintain proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license.

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: rn

5/3/18

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