

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED JUNE 2024**  
**RANGE: 44.0**  
**CLASSIFIED**  
**CODE: 2, 3, 5, 7, 9**

**SEASONAL LEAD SCHOOL BUS DRIVER – KEEP**  
**Kern Environmental Education Program**

**DEFINITION**

Under general supervision, drive a school bus or transportation vehicle over scheduled routes to transport children to and from an outdoor education camp.

This position is seasonal and works a limited schedule based on the needs of the program. The program generally operates between October – May, but may start earlier and/or end later, based on district participation.

**EXAMPLES OF DUTIES**

Work an eight-hour shift that may begin as early as 6:00 a.m. and end as late as 6:00 p.m.;

assist KEEP supervisors with communication to KEEP personnel using the two-way radio, telephone, and paging system;

maintain school buses, white fleet, and additional KEEP vehicles (such as the Mule and Golf Cart) in a clean and orderly condition;

assist in managing and maintaining local terminals in running order;

maintain vehicle fleet records using established computer programs;

coordinate, schedule, and track annual California Highway Patrol (CHP) bus terminal inspections, 292 Certifications, fire extinguisher inspections, and regular 45-day inspections;

work with supervisors and other KEEP employees to design and create new routes when needed;

perform annual staff vehicle safety training;

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, white fleet and additional KEEP vehicles (Mule and Golf Cart);

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

create and communicate any changes in daily pickup/drop off bus schedule based on weather/tides, size of group, and/or location of hikes;

stock vehicles with essential items for operation;

load and unload needed teaching supplies, emergency supplies, and lunch supplies in and out of school bus and/or white fleet vehicles;

assist other bus drivers by providing information and guidance in a Lead capacity;

stop traffic and escort children across streets safely, when necessary;

shuttle vehicles to various locations, as needed;

transport children, teachers, and chaperones on field trips and emergency runs;

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, white fleet, and additional KEEP vehicles;

administer first aid as required;

may be required to lift students physically and mechanically into and from bus, white fleet, and additional KEEP vehicles;

provide assistance to Cooks and Naturalists with packing, preparing, and serving lunch for students on campus and field trips as needed;

provide assistance with janitorial, gardening, trail maintenance, kitchen, and first aid duties on campus as schedule allows;

assist other KEEP School Bus Drivers;

ensuring upkeep and cleanliness for school buses and white fleet;

pick up supplies for KEEP as assigned;

assist with student supervision and behavior management on campus and field trips;

assist KEEP staff with campus set up and take down on arrival and departure days;

coordinate with visiting school district personnel, school bus drivers, and private vehicle drivers before and upon arrival/departure days for details on loading/unloading busses/vehicles/students;

secure all KEEP vehicles for weekends and holidays;

perform other related job duties and responsibilities as assigned.

## **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 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:rn

6/6/2024

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