

## SCHOOL BUS DRIVER SPECIALIST

### DEFINITION

To assist in the planning, scheduling and dispatching of bus runs to assure that District pupils are safely and efficiently transported as required; substitute for school bus driver if necessary; keep required records; and perform other duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Transportation Operation Supervisor. May provide technical guidance to school bus driver.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

- Make sure that all daily bus routes are covered.
- Assign substitute drivers and routes if necessary.
- Book and estimate cost for field trips.
- Assign drivers to field trips.
- Maintain accurate records relating to transportation activities.
- Assists in providing training at school sites for bus evacuation drills.
- Assist in planning and updating fall bus routes to accommodate shifts in student population.
- May be assigned as a substitute driver if needed.
- Perform check-out of bus safety equipment.
- Act as a liaison between the Department of Transportation and the school sites by relaying any complaints, problems or concerns.
- Perform related duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

- Rules and regulations governing school bus operation

#### Ability to:

- Understand and carry out written and oral instruction
- Establish and maintain effective and cooperative working relationships
- Maintain accurate records
- Analyze problems and develop an effective course of action
- Operate a school bus safely
- Physical capability sufficient to perform job tasks

#### Experience and Education:

Any combination of education, training and experience equivalent to:

- Graduation from the twelfth grade
- Two (2) years experience as a school bus driver

**License or Certificate:**

Possession of a valid California Class B Driver's license with Passenger endorsement, (Class A with a "P" endorsement is acceptable), possession of a California School Bus Driver's Certificate and a valid medical certificate are required.

**Physical Requirements:**

Employees in this position must possess/have the ability to:

- Sit for prolonged periods of time
- Stand and walk for short periods of time
- Occasional bending/stooping; squatting/crouching
- Occasional reaching overhead, above/below shoulders and horizontally
- Occasional pushing/pulling, lifting and maneuvering objects such as wheelchairs with students with a broad range of body weights
- Frequently bend/twist neck to adequately monitor students and traffic conditions
- Lift and/or support/drag up to 150 pounds for short periods of time
- Climb 3 feet of steps into/out of the bus
- Requires continuous use of hands, arms, feet, and legs to push/pull or activate essential controls (pedals, levers and knobs) in recurring operational motions
- Requires a range of simple grasping to firm grasping in order to seize, hold, grasp, turn or otherwise work with hands to turn the steering wheel, shift gears and/or manipulate mechanical levers and controls; as well as to position students in their car seats and/or infant seats; to fasten car/infant seat harnesses and/or belts; to secure students to their wheelchairs or car seats; and to secure the wheelchairs or car seats to the bus
- Hear with or without assistive devices sufficient to hear students, receive communications on radio and hear outside noises sirens, horns, brakes, etc. that are necessary to operate bus safely
- Speak with or without assistive devices sufficiently, professionally and politely to give instructions/commands to students, speak professionally and politely to parents and other staff
- Visual acuity with or without assistive devices sufficient to pass driving test, read signs, road hazards and to be able to operate bus safely in reduced visibility conditions

**Hazards:**

- Exposure to blood-borne pathogens and bodily fluids; exposure to students/parents being physically aggressive and non-compliant

***NOTE: SAFETY-SENSITIVE JOB CLASS. EMPLOYEES IN THIS JOB CLASS WILL BE SUBJECT TO RANDOM SELECTION FOR ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING.***

**Salary Placement:**

CSEA 885

Range 37

206-work day

Board Approval: 07/10/12

01/28/86

