

Magnolia School District

BUS DRIVER LEAD PERSON

DEFINITION

Under supervision of the Supervisor/Driver Trainer, independently operates a school bus or transportation vehicle over designated routes within an established time schedule; transports students to and from school and on special event trips; performs daily inspections of a bus or transportation equipment; assists in the operation of the district's transportation program; does other related work as required.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Drives a school bus or transportation vehicle over assigned routes in accordance with an established time schedule;
- Transports children to and from school;
- Loads and unloads students safely at designated stops and at study trip destinations;
- Stops traffic and escorts children across streets, when necessary; m
- Maintains bus or transportation vehicle in a clean and orderly condition, and inspects and reports any and all mechanical defects or malfunctions;
- Adheres to policies and procedures in maintaining appropriate student behavior and public contacts concerning transportation problems and concerns;
- Completes the daily transportation activity record, including number of students transported, mileage, and type of trip;
- Completes and maintains written directions for routes;
- Sweeps, cleans and refuels buses;
- May transport students with special learning needs and physical handicaps;
- Administers first aid as required;
- Performs other related duties as assigned.

LICENSES REQUIRED

- California Class B operator's license, with school bus and passenger endorsements;
- California Highway Patrol School Bus Driver's certificate, with no equipment restriction or the ability to obtain this certification during the one year probationary period;
- DMV form DL51
- First Aid Certification (Highway Patrol or Red Cross)

MINIMUM QUALIFICATIONS

Knowledge of:

- Provisions of the California Motor Vehicle Code and California Administrative Code, Title 13 applicable to the transportation of school children;
- Basic preventive maintenance requirements of automotive equipment;
- Red Cross First Aid Handbook;
- CHP Bus Driver Handbook 82.7;
- DMV Commercial Drivers Handbook;
- Safe driving practices.

Ability to:

- Drive a school bus and other automotive equipment in a safe and effective manner;
- Maintain order among school children on a school bus, and at designated stops;
- Understand and carry out oral and written directions;

- Pass a required physical examination;
- Load and unload physically handicapped students;
- Perform appropriately in situations requiring tact and diplomacy;
- Establish and maintain cooperative working relationships.

Experience:

- Completion of a school bus driver training program;
- Two years of bus driving experience in a school district.

Education:

- Equivalent to graduation from High School;
- Post-secondary Education – Preferred.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in an outdoor environment driving a school bus to various locations and has direct contact with public and students. The employee’s primary responsibility is working with students and staff during the school day and may involve working with high volume and tight deadlines. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in an environment where the noise level is usually moderate to occasionally loud.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job functions.

- Drives a vehicle;
- May require working split shifts, extended hour/day assignments
- Works inside and outside;
- Works with loud noises and vibration;
- Occasionally exposed to fumes, gases, chemicals, odors, machinery with moving parts, and moving vehicles;
- Frequently exposed to minor, occasionally severe, contagious diseases;
- Rendering physical assistance to disabled passengers, safely lift, carry, push up to 25 pounds;
- Frequently sits, climbs stairs, maintains balance, stoops, bends, kneels, and reaches over head;
- Uses both hands and legs simultaneously;
- Repetitively twists and exerts pressure with wrists and hands;
- Speaks clearly and hears normal voice conversation;
- Has depth perception and color vision; sees small details and long distances.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 32
 Revised: 4/15/74; 4/4/77; 10/1/79; 4/26/99; 4/17/07; 2/18/16; 6/29/16
 Approved: 04/2017

EQUAL OPPORTUNITY EMPLOYER
