

VISTA UNIFIED SCHOOL DISTRICT

LEAD BUS DRIVER

Purpose Statement

The purpose of a Lead Bus Driver is to provide transportation services with specific responsibility for transporting students over scheduled routes and to/from special excursions; assist in the planning and coordination of bus routes and schedules; ensure vehicle is in safe operating condition; and ensure safety of students during transport, loading, and unloading from buses.

This job reports to an assigned administrator.

Essential Functions

- Assesses incidents, complaints, accidents, and/or potential emergency situations (e.g., road hazards, medical emergencies, accidents, etc.) for the purpose of resolving and/or recommending a resolution to the situation.
- Assists in planning and coordinating bus routes and schedules for the purpose of dispatching drivers and equipment required for transportation of students on regular and special schedules.
- Assists passengers (e.g., escorts passengers across streets, secures students and equipment, adjusts seating and restraints, operates special equipment and lifts, etc.) for the purpose of providing safe loading and unloading from buses and during normal transport and emergency situations.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Communicates with supervisor and other transportation staff (e.g., responds to inquiries, reports discipline or inappropriate passenger behavior, reports incidents or accidents, provides information regarding immediate safety and/or operational concerns, reviews student care information, etc.) for the purpose of providing information, taking appropriate action or directing to appropriate personnel for resolution, and complying with established guidelines.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Drives school buses of varying sizes and complexity for the purpose of transporting passengers over scheduled routes to and from school and/or special excursions in a safe and timely manner.
- Informs passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.
- Maintains vehicles (e.g., maintains appropriate levels of fuel and oil, monitors and maintains adequate air pressure in tires, cleans interior and exterior of vehicles, picks up and disposes of trash and debris, etc.) for the purpose of ensuring availability of vehicle in a safe operating condition.
- Monitors passengers during transit for the purpose of ensuring the safe transportation of all passengers.
- Performs general clerical functions (e.g. answering telephones, scheduling, copying, faxing, scanning, etc.) for the purpose of supporting departmental activities in a timely and efficient manner.
- Performs pre-trip and post-trip inspections (e.g., child safety alert, fluid levels, air pressure in tires, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with established guidelines.
- Prepares manual and electronic records and reports (e.g., inspection records, mileage logs, student counts, routing information, vehicle maintenance records, student conduct reports, incident and

accident reports, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.

- Responds to inquiries from students, parents, and/or staff for the purpose of providing information regarding transportation services.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations and laws;
- operating light and heavy duty vehicles;
- preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; write documents following prescribed formats; present information to others; analyze situations to define issues and draw conclusions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- basic vehicle maintenance;
- health and safety regulations;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- proper methods of utilizing restraints, safety seats, tie downs, lifts, and other related equipment;
- recordkeeping and record retention practices;
- safe driving practices;
- safety practices and procedures;
- student behavior management strategies and techniques.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- communicating with diverse groups;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- meeting deadlines and schedules;
- operating motor vehicles;
- understanding and following oral and written directions;
- working as part of a team;
- working under time constraints;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

- Experience:** Job related experience is desired.
- Education:** High school diploma or equivalent.
- Equivalency:** Graduation from high school or equivalent and two years of experience as a school bus driver.
- Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

- Valid California Class A or B commercial Driver License with passenger and air brake endorsement.
- School Bus Driver California Special Driver - School Bus Certificate issued by the Department of Motor Vehicles.
- Valid DMV Medical Certificate (Forms MCSA-5875 and 5876).
- Valid First Aid/CPR Certification.

Continuing Educ. / Training

Clearances

- Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status

Non-Exempt

Approval Date

Revised: 08/20/2019

Salary Grade

Classified, Range 48