

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Extraboard Bus Driver	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Transportation Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	039 OSS
REVISED:	April 25, 2007		

BASIC FUNCTION:

Under general supervision, drive all types and sizes of district or contract carrier school buses on extraboard trips or when substituting for regularly scheduled school or contract carrier bus drivers; provide extraboard services, dispatch relief, and data reporting for transportation operations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Regularly perform full range of duties specified for school bus driver job class, and may perform full range of duties of delivery services driver job class. **E**

Operate all types and sizes of district and contract carrier school buses with minimum notification and preparation time in substitution for drivers of regularly scheduled routes; operate all types and sizes of district school buses on extraboard trips including athletics, educational and recreational field trips; civic activities and conferences, unassigned late activities, probation, camp, and demand/response trips during traditional and nontraditional workdays and work hours. **E**

Provide assistance to drivers for day-to-day transportation issues and nonpolice emergencies. **E**

Regularly perform extraboard services including trip validations, bus stop checks, gate, site, and field checks, equipment transfers and shuttles, bus safety education presentations to pupils, inspection assistance for bus cleanliness and body condition, and inventory assistance for safety and accessory components on district and contract carrier vehicles. **E**

Prepare and submit reports identifying discrepancies in equipment, manifests, stops, routing, and scheduling conditions when substituting for other drivers. Complete and submit field trip reports; collect and submit other data on carrier and school bus operations as assigned. **E**

Maintain effective, professional working relationships with parents, pupils, district and contract carrier staffs, and the public. **E**

Regularly attend and/or participate in mandated instruction/training classes for specialized driving skills during traditional and nontraditional workdays and work hours. **E**

May wash bus exteriors, may fuel and provide minor service to vehicles; may maintain general orderliness and parking organization of depots. **E**

May provide relief for dispatchers, radio, and telephone operators.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year of full-time or equivalent part-time paid experience within the last three years in any district job class involving the regular operation of school buses on public streets and highways.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California Special Driver's Certificate for School Buses with valid first aid certificate, if required.

Possession of a valid California Class A or B driver's license with a passenger transportation endorsement.

Possession of a valid D.O.T. (Department of Transportation) approved medical certificate.

Any moving citations or chargeable accidents in the applicant's driving history within 37 calendar months prior to the application date will be evaluated and may be considered disqualifying.

Personality and character traits suited to supervision and care of children of multiple ethnicities and cultural values, behavioral, and physical handicaps.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws and regulations governing pupil transportation.

Sufficient verbal and written skills to effectively communicate via two-way radio and in preparing written reports.

ABILITY TO:

Operate all types and sizes of school buses and carrier vehicles safely and on a specified time schedule in varied and complex topographical, weather, urban traffic, rural and mountain terrain conditions.

Communicate effectively and maintain cooperative relationships.

Show personality and character traits suited to supervision and care of children of multiple ethnicities and cultural values, behavioral, and physical handicaps.

Resolve conflict and maintain discipline of children on board buses.

Read and interpret maps, compass directions, 24-hour clock time, schedules, manifests, and procedural instructions.

Rapidly learn routes and the operation of equipment related to duties.

WORKING CONDITIONS:

ENVIRONMENT:

Driving in varied and complex topographical, weather, urban traffic, rural and mountain terrain conditions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, lifting heavy children and or cargo in and out of restricted spaces.

SPECIAL REQUIREMENTS:

May frequently work nontraditional workweeks, workdays, work hours, and/or holidays; may be assigned on off-duty lay over for out-of-district trips; may start and end work schedule at various times; may work single split, multiple splits, and extended splits; may work late shifts, may be on duty during lunch period.

NOTE: Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing.