

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	School Bus Driver – Special Programs	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	036 OSS
ISSUED:	September 11, 2007		

BASIC FUNCTION:

Drive any type and size of school bus that may be operated by the school district for the transportation of passengers assigned to a special program or school; ensure student safety and campus security; serve as a resource to students, staff, and parents.

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

Operate a school bus assigned to a special program and/or school in accordance with the program and student needs; serve as program/site driver; board, transport, and discharge passengers. **E**

Provide transportation as a program/site driver to students and parents for special needs and situations which may include doctor appointments, transportation from after school detention, field trips and events. **E**

Train and direct the work of paraeducators for bus related duties in the performance of bus loading and unloading activities and the escorting of students to and from classrooms. **E**

May assist the program manager and/or principal by providing performance evaluation information of paraeducators.

Ensure campus security and student safety; supervise students on campus and at school activities; may perform conflict resolution strategies and/or intervention techniques as needed and specific to the program. **E**

May assist the program manager and/or principal with coordination of special events and programs in conjunction with transportation and student safety needs.

Serve as a resource to students, staff, and parents regarding district and program policies and procedures. **E**

May provide training to students and staff in conflict resolution strategies and/or intervention techniques.

May lift handicapped passengers and assist passengers into and out of bus as required by Transportation Services Department policy and procedure.

May operate a mechanized wheelchair lift.
Load, unload, and ensure security of equipment and cargo. **E**

Develop via-directions; maintain and update current pupil and trip manifests, via-directions, and special instructions pertaining to daily assignments. **E**

Inspect, verify, and monitor the operational condition and safety of vehicle accessories of assigned bus on a daily basis. **E**

Practice non-aggressive, defensive driving techniques; anticipate and immediately report maneuvering, traffic, and time entrapments while operating a bus. **E**

Monitor gauges and sensors while operating a bus, report discrepancies, and initiate corrective action. **E**

Monitor, conduct, and respond to communications with Transportation Services Department staff via two-way radio. **E**

Communicate with dispatch staff regarding route or equipment problems; communicate with school staff and parents as to special requests, or changes to assignments. **E**

Maintain effective professional working relationships with students, parents, and district staff. **E**

May contact parent and/or school officials to coordinate transportation schedules.

Enforce district policy and procedure in maintaining discipline on buses; render first aid to passengers on an emergency basis. **E**

May secure and transport medications and controlled substances.

Maintain working knowledge of and comply with laws and regulations pertaining to pupil transportation. **E**

Submit reports of vehicle condition, route time and mileage, passenger ridership, maintenance needs, time keeping, and abnormal occurrences as required. **E**

Install, remove, and submit tachograph charts; may collect fare tickets; maintain current route identification displays for assigned trips. **E**

Maintain cleanliness of windows and interior of bus on a daily basis. **E**

May wash bus exterior; may fuel and provide minor service to vehicles; may maintain general cleanliness of transportation depots.

Ensure familiarity with assigned trips before transporting passengers. **E**

May dry-run new trips and major revisions to assigned trips during traditional and non-traditional workdays and workhours.

Periodically participate in mandated meetings and inservice programs during traditional and non-traditional workdays and workhours as required by the transportation department and/or special school or program. **E**

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 3 years involving the regular operation of a school bus on public streets and highways for the transportation of students. Experience working with special needs or at-risk students is desirable.

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 passenger endorsement.

Possession of a valid D.O.T. 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.

SPECIAL REQUIREMENTS

May work late shifts; may be assigned varied spot times and locations; may be on duty during lunch period.
May be required to obtain certification in intervention techniques specific to the program/school for appropriate restraint of students.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws and regulations governing pupil transportation.
Interpersonal skills using tact, patience, and courtesy.
Reading and writing English communication skills.

ABILITY TO:

Operate safely any type and size of school bus assigned to a special program or school in varied and complex topographical, weather, and urban traffic conditions.
Resolve conflict and maintain discipline of children on board buses and campus.
Use verbal and written skills to effectively communicate via two-way radio during interpersonal contact and in preparing written reports.
Read and interpret maps, compass directions, 24 hour clock time, schedules, manifests, and procedural instructions.
Rapidly learn routes and operation of equipment related to duties.
Establish and maintain effective working relationships with others.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor setting; driving a vehicle in variable traffic and weather conditions.

PHYSICAL REQUIREMENTS:

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

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

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