

TRANSPORTATION ASSISTANT/SCHOOL BUS DRIVER

Purpose Statement:

The job of Transportation Assistant/School Bus Driver is done for the purpose/s of operating a school bus on prescribed routes; performing dispatch duties, assisting with routing, inventory, and transportation clerical duties; assisting the vehicle maintenance section; collaborating with constituents to provide maximum services for the pupils, staff, and community; performing other duties assigned. The incumbent in this position must have two years of experience as a bus driver with National School District and is expected to perform in the capacity of the Transportation Supervisor when necessary or required.

Essential Functions

- Assists with bus routing, pupil data input, and distribution of information for the purpose of ensuring the safe operating condition of the vehicle.
- Assists with data entry for the purpose of providing information for follow-up action and/or proper procedures.
- Assists with field trip scheduling, billing and accounting for the purpose of assisting supervisor.
- Assists with inventory and parts accounting for the purpose of assisting supervisor.
- Assists with record keeping and reports for the purpose of assisting supervisor.
- Assists with telephone calls for the department; forwards inquiries to appropriate staff; communicates accurately and consistently for the purpose of supporting staff in the completion of their work activities.
- Assists with two-way radio communications, answers driver inquiries, and transmits information to users of the radio system for the purpose of communicating with staff.
- Assists with vehicle maintenance tasks for the purpose of safety.
- Performs other transportation support duties as assigned for the purpose of completing job duties.
- Performs time keeping duties for the purpose of assisting supervisor.
- Serves as a school bus driver transporting pupils/passengers over all scheduled routes and on special excursions; operates various types of buses for the purpose of providing maximum services for the pupils, staff, and community.
- Understands and carries out both oral and written instructions for the purpose of collaborating to provide maximum service.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operate all vehicle types, with no limitations (except automatic transmission only); maintain proficiency in bus driving; apply interpersonal skills which reflect patience, tact, and courtesy; work with drivers, parents, pupils, school staff, and transportation department personnel and maintain cooperative and effective relationships with those contacted in the course of work; communicate and interact effectively and professionally under pressure.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: knowledge of laws and regulations applicable to the operation of vehicles and personnel involved in the transportation of pupils; safe driving practices and procedures, first aid, universal precaution procedures, and operation of two-way radio system.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: good driving record and maintain the following documents: California Commercial Driver License Class A or B with "Air Brake" and "Passenger" endorsements; California School Bus Driver Certificate with no limitations (except "Automatic Transmission Only"); and Medical Examiner's Certificate. Must be able to traverse 12.5-inch aisles on school buses. Must be able to kneel, squat, bend, climb, twist, and safely enter/exit a school bus through the emergency exits.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

- Pre-Employment Drug Screening
- Pre-Placement Physical Exam
- Pre-Employment Proficiency Test

Certificates & Licenses

- Valid Class B CA Driver's Lic. with P endorsement;
- California School Bus Drivers Certificate; Dept. of Transportation Medical Examiners Cert; First Aid Certificate.

Continuing Educ./Training

- Maintain Certification(s)

Clearances

- Criminal Justice/Fingerprint Clearance
- Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

8/10/16

Salary Grade

Clafd 25