

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

LEAD SCHOOL BUS DRIVER

DEFINITION

Under general supervision, drive all types and sizes of school buses with short notice, as needed. Provide assistance in mentoring drivers; review and verify drivers' route directions; and evaluate problem routes and suggest solutions; provide assistance in the field and during bus evacuation drills.

EXAMPLES OF DUTIES

- Regularly perform full range of duties specified for school bus driver job classification.
- Cover assignments, as needed, both regular and special education. Assignments include trips, runs, routes, or other duties reasonably related to the transportation functions of the Department. These assignments may be changed on a daily basis.
- Operate all types and sizes of school buses (other than Crowns) with minimum notification and preparation time. Operate all types and sizes of district school buses as requested by dispatch staff.
- Work varied hours daily and handle daily assignment changes on short notice.
- Assist in the Bus Pass office as needed. Report to and drive out of either yard.
- Coordinate after hours' coverage with the On-Duty Supervisor.
- Perform bus stop checks, gate, site, and field checks, equipment transfers and shuttles, bus safety education presentations to pupils, driver assistance for non-police emergencies, and inventory assistance for safety and accessory components on district property.
- Document discrepancies in equipment, manifests, stops, routing, and scheduling conditions.
- May cover regular routes for employees on extended leave.
- Perform related duties as assigned.
- Duties shall not include evaluation, discipline, or check lists.

QUALIFICATIONS

Knowledge of:

Safe and defensive driving practices; proper operations of school buses; applicable traffic and student transportation laws, codes and regulations; basic first aid procedures; basic record-keeping and report preparation techniques; interpersonal skills using tact, patience and courtesy; oral and written communication skills; laws and regulations governing pupil transportation; geography and traffic patterns of the district; sufficient verbal and written skills to effectively communicate via two-way radio and in documenting reports.

Ability to:

Conduct safety inspections; administer first aid; operate a two-way radio; maintain routine records. Operate all types and sizes of school buses safely and on a specified time schedule in varied and complex topographical environments, weather, and in urban traffic. Communicate

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Ability to: Continued

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 with short notice and the operation of equipment related to duties. Comply with the District's customer service standards, as outlined in Board Policy.

Education and Experience:

Any combination of experience and training to provide the required knowledge and skills to safely drive and transport students. Two years experience driving a school bus.

Licenses and Other Requirements:

Possession of a valid Department of Motor Vehicles medical certificate; Class A or B Motor Vehicle Operator's license with passenger transportation endorsement and "S" endorsement. Must have a current DMV H-6 printout or DMV pull notice to be submitted with the job application; California Special Driver Certificate valid for school buses; current California Highway Patrol approved First Aid Card (if required on Special Certificate); current valid DL-51 Medical Card.

Any moving citations or chargeable accidents in the applicant's driving history within 36 calendar months prior to the application date will be evaluated and may be considered disqualifying.

WORKING CONDITIONS

Environment: Drives out of both yards. Does not bid a route or bus.

Physical Abilities: 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; climbing steps; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally; lift, carry, push, and pull heavy objects up to 50 pounds.

Hazards: Driving a vehicle during adverse weather conditions.