

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: SCHOOL BUS DRIVER TRAINER DISPATCHER

DEFINITION: Under the supervision of the Director of Facilities and Transportation, operate and drive all types of school buses, dispatch driver routes, conduct driver training and perform related duties as assigned.

ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:*

- Perform all Bus Driver duties
- Loads, secures, transports and unloads equipment and cargo
- Prepare and schedule bus routes
- Periodically review schedules and bus stops
- Perform route checks
- Maintain service checks on vehicles and keep appropriate records
- Maintain safety requirements for personnel and equipment
- Confer with school authorities on field trips, disciplinary and overload problems
- Confer with the California Highway Patrol on laws concerning driving, bus stops, and vehicles
- Train district bus drivers
- Conduct bus driver training and licensure classes
- Coordinate schedules with the Director of Student
- Maintain current records for all assigned bus drivers, including computerized mileage, fuel and oil consumption, driver training and citation records, pupil count and safety inspections
- Maintain schedules for extra trips such as field trips, athletic trips, CTE trips, etc.
- Schedule school break transportation as needed
- Responsible for weekly preventive maintenance inspection
- Investigate all accidents and formal complaints involving school buses
- Plan and conduct special activities and practice sessions for all drivers
- Make recommendations to improve driver competence and proficiency
- Perform driver proficiency checks as required
- Prepare all billings, purchase orders and rental arrangements for the transportation department
- Submit all paperwork and reports as required by law and policy in an accurate and timely manner
- Periodically report to the Director of Facilities and Transportation on status of transportation operations
- Maintain assigned equipment and area in a neat, clean and orderly condition at all times
- Assist in the development, coordination and implementation of school bus evacuation programs, training both students and staff
- Other duties as assigned

QUALIFICATIONS:

Knowledge of:

- Safe school bus driving practices and management of student passengers
- Principles and methods of driver training

POSITION TITLE: SCHOOL BUS DRIVER TRAINER DISPATCHER, *Continued*

- Provisions of the California Department of Education School Bus Drivers manuals, California Motor Vehicle code and Education Code applicable to the operations of vehicles in the transportation of school children
- Personnel supervisory techniques
- Techniques for scheduling routes, trips, vehicle maintenance and regulations and record keeping procedures
- Computer operation

Ability to:

- Drive a school bus safely and efficiently
- Maintain order among children on a school bus
- Maintain a high standard of safety for the transportation program
- Conduct studies and prepare computer generated reports
- Develop and maintain a professional image and cooperative working relations with those contacted in the course of the work, including staff, parents, students, and extended community
- Train, or coordinate training of bus drivers both classroom and behind the wheel for the district and outside entities as needed

EDUCATION AND EXPERIENCE:

- Any combination of experience and education that would provide the required knowledge and abilities listed herein
- California Department of Education State Certified Driver Instructor
- Three years of responsible school bus driving experience
- Completion of the twelfth grade

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Operate all types of school buses safely and efficiently for extended periods of time
- Operate safety equipment including correct use of fire extinguishers to extinguish or control small fires
- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- See for purposes of driving a school bus and reading bus schedules, procedures, mail and other printed matter
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so other will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 0 lbs. and occasionally up to 70 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

POSITION TITLE: SCHOOL BUS DRIVER TRAINER DISPATCHER, *Continued*

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license
- Valid California Class A or Class B Driver's license with P and S endorsements
- School Bus Driver's certification
- Bi-yearly valid DMV medical certification
- Driver-Trainer certification
- Valid CPR/First Aid Certification

WORKING CONDITIONS:

Office and school bus working environment subject to sitting at a desk or on the bus for long periods of time, bending to clean the bus, crouching to check tires, climbing bus steps, push/pulling of shifting lever on the bus and reaching in all directions. May work in inclement weather conditions and is occasionally exposed to fumes or airborne particles. High noise levels and possible student behavioral issues

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures

Adopted by the Board of Education: August 3, 1995 ref (5350.1)

Revised and Approved: Dec. 14, 2006, October 3, 2019