

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE: TRANSPORTATION FOREMAN**

**DEFINITION:** Under the supervision of the Assistant Superintendent, operate and drive all types of school buses, direct the school bus drivers and transportation program, and perform related duties as assigned.

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

- Perform all Bus Driver duties
- 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
- Coordinate training of bus drivers
- Coordinate schedules with the Special Education Coordinator
- Maintain current records for all assigned bus drivers
- Maintain schedules for extra trips such as field trips, athletic trips, ROP 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
- Perform driver proficiency checks as required
- Prepare all billings, purchase orders and rental arrangements for the transportation department
- Periodically report to the Assistant Superintendent on status of transportation operations
- Other duties as assigned

**QUALIFICATIONS:**

**Knowledge of:**

- Safe school bus driving practices and management of student passengers
- Provisions of the California Motor Vehicle code applicable to the operations of vehicles in the transportation of school children
- Personnel supervisory techniques
- Techniques for scheduling routes, trips, and vehicle maintenance
- 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
- Develop and maintain cooperative working relations with those contacted in the course of the work, including staff, parents and students
- Train, or coordinate training of bus drivers for the district

**POSITION TITLE: TRANSPORTATION FOREMAN, Continued**

**EDUCATION AND EXPERIENCE:**

- Any combination of experience and education that would provide the required knowledge and abilities listed herein
- 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
- 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 others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 30 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

**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. High noise levels and possible student behavioral issues

**LICENSE OR CERTIFICATE:**

- Possession of a valid California Driver's license
- Valid California Class B Driver's license
- School Bus Driver's certificate
- Bi-yearly valid medical certificate
- Driver-Trainer certification is desirable
- Valid CPR/First Aid Certification is desirable

**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