

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: BUS DRIVER LEAD (District-wide)

Classification: Range 39

BASIC FUNCTION:

Plan and schedule bus driver training programs; plan school bus routes; support the maintenance of district-wide vehicles; supervise and assist in the evaluation of transportation staff; perform related work as required.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Drive a school bus over designated routes.

Plan and schedule the bus driver training program in compliance with California State laws including classroom, behind-the-wheel, in-service meetings, emergency evacuation plans and others.

Assist in developing and maintaining school bus safety, accident prevention, and investigation programs; prepare reports and maintain related records and files.

Instruct others in district-wide transportation protocol and procedures.

Assist in investigating accidents and completing required reports; make recommendations for repeat training or other disciplinary action according to established procedures.

Supervise and assist in evaluations of performance of assigned staff; conduct road evaluations for drivers; participate in the interviewing and selecting of new employees; supervise the assignment and assist in the evaluations of substitute, probationary, and assigned regular drivers.

Plan and evaluate bus routes and stops; determine shortest, safest route and appropriate locations for pickups; modify route as appropriate.

Communicate with staff, administration and the public regarding transportation operations and concerns; resolve problems related to walking distances, stops, routes and others.

Maintain and coordinate mandatory inspections of district-wide vehicles; keep accurate records of necessary maintenance and inspections as appropriate.

Assist in the investigation of accidents and complete required reports.

Provide information to bus driver applicants related to the proper procedures for procuring school bus driver certificates.

Schedule drivers for extra duties based on contract requirements; modify schedules as appropriate.

Develop and maintain school bus safety procedure, accident prevention, and investigation programs.

Perform dispatching duties as necessary.

Verify time cards and payroll related data.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe driving practices and defensive driving practices.

Proper operation of school buses.

State and local traffic laws and regulations.

Special needs of disabled passengers.

Provisions of the California Vehicle Code and the Education Code applicable to the operation of vehicles in transporting students.

Scheduling and coordination of the bus driver training and transportation program.

Transportation scheduling and routing methods and techniques.

First aid procedures.

Record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

Principles and practices of supervising personnel.

Organization and scheduling methods.

Interview and evaluation procedures and practices.

Operation of computer equipment.

ABILITY TO:

Plan, schedule, and coordinate a School Bus Driver training program.

Assist in the evaluation of School Bus Drivers.

Prepare and maintain accurate records related to vehicles and drivers.

Drive a school bus safely and efficiently.

Observe legal and defensive driving practices.

Read and interpret maps.

Apply and interpret District policies and procedures related to student discipline.

Communicate effectively with others.

Maintain safe discipline level among passengers.

Administer first aid to ill or injured children.

Maintain bus in clean and proper working condition.
Recognize malfunctions in equipment and take appropriate action.
Follow oral and written directions.
Work cooperatively with others.
Learn accident review and investigation procedures.
Assist in conducting safety inspections and perform routine preventive maintenance.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Counsel employee and/or evaluate work of subordinate personnel.
Communicate effectively both orally and in writing.
Interpret and implement District policy.
Analyze situations accurately and adopt an effective course of action.
Lift, carry, push and pull heavy objects up to 50 lbs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent and increasingly responsible experience in bus driving, transportation or fleet operations work with no chargeable accidents in the last three years (Title 13 California Administrative Code)

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Valid California School Bus Driver Certificate.
Presentation and continuance of a satisfactory driving record which insures maintenance of liability insurance coverage.
Medical Card.
Maintenance of a negative drug and alcohol test certification.
CPR/First Aid Certificate must be maintained throughout the validity of the license if the waiver is used.
Willingness to occasionally respond to emergency calls at night and on weekends.

WORKING CONDITIONS:

ENVIRONMENT:

School bus and indoor environment.
Driving a vehicle to conduct work.
Constant interruptions.
Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.
Adverse weather conditions.
Exposure to pollen, noise, dust and fumes.
Emergency call-out.

PHYSICAL DEMANDS:

Sitting for extended periods of time when operating a transportation vehicle.

Bending at the waist, kneeling, or crouching.
Reaching, pulling and pushing to open bus doors.
Reaching overhead, above the shoulders and horizontally.
Sitting or standing for extended periods of time.
Lifting objects up to 50 lbs.
Walking over rough and uneven surfaces.

HAZARDS:

Traffic hazards.
Driving a vehicle during adverse weather conditions.
Working around or with equipment having moving parts.
Occasional exposure to hazardous waste.

Board Approved: August 9, 2012

Board Approved: August 8, 2013