

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

CLASS TITLE: CLASSIFIED COORDINATOR – TRANSPORTATION, SCHOOL BUS DRIVER AND TRAINER

REPORTS TO: Maintenance, Operations, and Transportation Manager
SUPERVISES: Has supervisory responsibilities

BASIC FUNCTION:

Plan, schedule and conduct new and renewal school bus driver instruction per current California Department of Education standards. Drive a school bus to transport alternative education or special education students safely and efficiently to assigned locations along designated routes. Ensure safety of students by maintaining a safe discipline level on the bus. Ensure safety of vehicle by performing daily safety inspections. Conduct Class B California Driver License training as needed. Supervise transportation staff, maintain transportation terminal record keeping and sign off, provide direct driving instruction to California Driver License holders through small and large groups. This position will require evening and weekend hours.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Two years' experience driving a school bus.
3. Valid Department of Education State Certified School Bus Driver Instructor Certificate.
4. Valid California Class B commercial driver's license with passenger (P) and school bus (S) endorsements.
5. Valid Medical Examination Certificate (MEC).
6. Valid California Medical Certification.
7. Valid First Aid and CPR Certification issued by an authorized agency must be obtained within 130 days of employment.
8. Ability to pass pre-employment drug testing.
9. Enrollment in Employee Pull Notice through the California Department of Motor Vehicles.

Desired:

1. Experience with at-risk youth.
2. Valid California Class A driver's license.
3. Supervisory experience.

KNOWLEDGE AND ABILITY:

1. Knowledge of safe and defensive driving practices.
2. Knowledge of proper operation of school buses.
3. Knowledge of applicable traffic and student transportation laws, codes and regulations.
4. Knowledge of basic first aid procedures.
5. Knowledge of health and safety regulations.
6. Knowledge of basic record-keeping techniques.
7. Ability to drive a school bus safely and efficiently. Ability to observe legal and defensive driving practices.
8. Ability to learn and apply SLOCOE policies and procedures related to student discipline.
9. Ability to maintain a safe discipline level among passengers.
10. Ability to remain calm and assertive while dealing with students with challenging behaviors.
11. Ability to train and evaluate the performance of assigned personnel.
12. Ability to administer first aid.
13. Ability to understand and follow oral and written directions.
14. Ability to communicate effectively with others.

15. Ability to plan, schedule and maintain school bus equipment.
16. Ability to meet schedules and time lines.
17. Ability to maintain regular and reliable attendance.
18. Ability to use good judgment to make decisions.

ESSENTIAL FUNCTIONS:

1. Coordinate, plan, schedule and conduct school bus driver instruction and renewal instruction to new and current school bus drivers within SLO County. Provide safety instruction to school bus drivers for student emergency drills and safe ridership. Instruct bus driver applicants on safe and efficient procedures of bus operation, pupil transportation and bus riding rules. Provide classroom and behind the wheel defensive driving and training certifications to current and prospective school bus drivers in the county. Conduct Class B Driver License training for students, and staff which may occur after normal business hours including evenings and weekends.
2. Investigate all accidents and formal complaints involving school buses.
3. Coordinate driver competence and proficiency.
4. Interview, test, and select bus drivers.
5. Perform route and driver evaluations. Perform detailed recording keeping and filing as needed.
6. Maintain driver training files per CDE, CHP, State and Federal requirements. Maintain all bus records and meet with MOT manager and CHP to review record/books during terminal inspections.
7. Drive a school bus along designated routes. Pick up and discharge mainstream education, alternative or special education students in accordance with established time lines. Assist students with getting on and off the bus as needed.
8. Ensure student understanding of bus rules. Maintain order and discipline among passengers on the bus in accordance with SLOCOE policies related to disciplining students. Report behavior issues to appropriate personnel.
9. Observe legal and defensive driving practices. Ensure compliance with applicable traffic and student transportation laws, codes and regulations.
10. Determine appropriate action in emergency situations according to established guidelines. Ensure student understanding of emergency procedures. Administer first aid to passengers as needed.
11. Conduct required daily safety inspections of buses. Maintain and process daily inspection sheets. Inspect the interior, exterior and engine of buses to ensure safe operational condition. Check brakes, brake lights, doors, safety devices and other equipment. Report mechanical malfunctions or other problems as required. Maintain buses in a clean and safe operating condition. Clean windows, mirrors and bus interior and exterior. Sweep dust furniture, sanitize and disinfect. Check and maintain appropriate levels of fuel, oil and water.
12. Communicate with SLOCOE personnel and outside agencies to exchange information and resolve issues or concerns.
13. Maintain routine records related to assigned activities.
14. Perform related duties as assigned.
15. Supervise and evaluate the functions and duties of assigned personnel. Interview and select employees and recommend transfers, reassignments, termination.
16. Assist outside agencies with emergency dispatch and driving as required.

ENVIRONMENT:

School bus

Indoor and outdoor work environment.

Regular exposure to fumes, dust, odors, dirt, oil/grease, and gases.

Driving a vehicle to conduct work.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Sitting for extended periods of time while operating buses.

Hearing and speaking to exchange information.

Reaching, pulling and pushing to open bus doors.

Seeing to monitor passengers and operate a vehicle.

Physical ability to lift 13 pounds from floor to waist.

Physical ability to lift 13 pounds from knuckle to shoulder.

Physical ability to lift 53 pounds from shoulder to overhead.

Physical ability to push 53 pounds.

Physical ability to pull 91 pounds.

Comply with District, State and/or Federal guidelines for drug and alcohol testing of school bus drivers.

HAZARDS:

Traffic hazards.

Driving a vehicle during adverse weather conditions.

Potential exposure to verbal abuse and aggressive behaviors (hitting, biting, scratching, kicking, etc.)

Grade Allocation: 35
Adopted: 9/9/2021
Revised: 3/22/2023