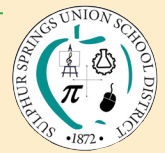


# Sulphur Springs Union School District

## Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School  
Leona Cox Community School  
Pinetree Community School

Fair Oaks Ranch Community School  
Mint Canyon Community School  
Sulphur Springs Community School

Golden Oak Community School  
Mitchell Community School  
Valley View Community School

## LEAD BUS DRIVER

### DEFINITION

Under general supervision, to operate a school bus over designated urban, suburban and rural roads in transporting students safely and efficiently to and from school, field trips and special events; to dispatch drivers on field trips; to review documents submitted by Bus Drivers, maintain records, and compile reports; to lead, guide, and monitor the work of Bus Drivers; and to do other related work as directed.

### CLASS CHARACTERISTICS

This one-position class performs the full range of duties of a Bus Driver and, in addition, leads, guides and monitors Bus Drivers, performs dispatching, and provides administrative support to the supervisor. The Lead Bus Driver performs the day-to-day operational duties of the Transportation Manager when he/she is out of the District or in the field within the District, and on an on going basis relieves the Transportation Manager of routine decision making within an established framework of procedure and precedent. The incumbent refers to the Transportation Manager, or in his/her absence to the Business Manager, issues which involve a departure from established practice and policy or which involve serious employee and/or student safety matters.

### EXAMPLES OF DUTIES

*The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.*

Lead, guide, and monitor Bus Drivers to ensure that departmental practices and procedures are followed. Serve as an informational resource to drivers, interpret practices and policies, and answer a wide range of questions. Speak with parents to discuss and resolve transportation service, policy, and practice questions, and student/parent problems. Receive Daily Reports from Bus Drivers, check for proper completion, obtain information needed to complete report, track student ridership, bus mileage, and other quality control and compliance statistics. Maintain records of bus availability. Perform a wide range of administrative support related to transportation record keeping and reporting. Perform the day-to-day operational duties of the Transportation Manager, as assigned.

Drive a bus over designated rural, urban and suburban routes in accordance with time schedules, picking up and or discharging students, stopping traffic as necessary to escort students safely across streets; assist special needs students on and off bus and with restraints; operate wheelchair lift; maintain good order among students on the buses, following strict policies regarding the issuance of citations and disciplining of students; discuss student discipline problems with school administrators and parents; communicate with parents of special education students to discuss special needs and pick-up/drop-off times; transport students, faculty and parents on field trips to special events, meeting departure and arrival times as scheduled.

Use maps to determine best routes to special events.

Operate a two-way radio.

Complete periodic reports on mileage traveled, citations issued, accidents, and number of students transported; maintain route files; complete daily check-out sheet and trip sheets.

Perform daily safety inspection of vehicles; fuel vehicles; maintain buses in a clean condition; wash buses. Provide bus evacuation training to students and teachers. Keep records of the operation of assigned vehicles as required by the district.

Administer first aid to students, as needed.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

### **LICENSE REQUIRED**

Possession of a valid and appropriate California Driver's License.

Successful completion of the Driving and First Aid Examinations for School Bus Drivers given by the California Highway Patrol.

Certificate of physical/medical examination.

Possession of a valid California School Bus Driver's Certificate.

### **QUALIFICATIONS**

#### ***Knowledge of:***

Student policies and procedures of the Sulphur Springs School District.

Student transportation record keeping and reporting.

Computer terminal/PC operating routines and basic uses of word processing, spreadsheet, and database software.

Street conditions and roads on designated driving routes.

Provisions of the California Motor Vehicle Code, the California Education Code, and the current district regulations applicable to the operation of vehicles in transporting students and faculty.

Operation of a bus.

Basic record keeping.

Basic concepts of the appropriate discipline and control of students.

Appropriate safety precautions and procedures.

Leadership practices.

#### ***Ability to:***

Lead, guide, and monitor the work of Bus Drivers.

Maintain accurate student transportation records and compile reports from records maintained.

Make decisions based upon established policy, practice, and precedent, and delegated scope of authority.

Operate a computer terminal/PC at a basic level and learn and use basic word processing, spreadsheet, and database software.

Operate a keyboard at a level required for job success.

Read and follow street maps.

Monitor and control student passenger behavior.

Enforce rules to maintain safe passenger environment.

Maintain vehicles in a clean and safe condition.

Conduct bus evacuation training.

Read, write, and converse in English.

Operate a vehicle observing legal and defensive driving practices.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE**

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is at least three years of experience performing the full range of duties of a school bus driver and some leadership experience.

### **PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT**

*The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.*

### **PHYSICAL DEMANDS ASSOCIATED TASKS**

**Vision:** (which may be corrected)

Read small print  
See small objects at a distance of 25'  
Use peripheral vision

**To perform tasks such as to:**

Read maps  
Avoid damage to vehicle and prevent injuries  
Safely operate a vehicle

**Hearing:** (which may be corrected)

Understand speech over a recording device  
Hear sounds which warn of impending danger  
  
Analyze sounds of equipment operation  
Have tolerance to be exposed to noisy conditions

**To perform tasks such as to:**

Communicate on two-way radio  
Stop for railroad crossings and emergency vehicles  
Detect mechanical problems with vehicle  
Transport groups of students to school and events

**Speech:**

Speak with a level of proficiency and volume to be understood over a two-way radio  
Speak with a level of proficiency and volume to be understood in conditions of high noise level

**To perform tasks such as to:**

Communicate on two-way radio  
  
Maintain order among students

**Upper Body Mobility:**

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow  
Extend arms to reach outward and upward and use hands and arms to lift objects  
Turn, raise, and lower head; twist and bend at torso

**To perform tasks such as to:**

Keep records and use maps; operate school bus; operate child restraints; lift children  
  
Maintain vehicle in clean and orderly condition; lift children; safety inspect bus  
Check for traffic and obstructions; pick up trash in vehicle

**Lower Body Mobility:**

Walk on even surfaces  
Climb stairs/ladders  
Bend at waist, crawl and stoop  
  
Stand for short periods of 30 minutes  
  
Sit for prolonged periods of 2 hours

**To perform tasks such as to:**

Clean inside and outside of vehicle  
Enter and exit vehicle  
Enter and exit vehicle, clean and maintain vehicle; assist special needs student  
Maintain vehicle in clean and orderly condition; conduct evacuation training  
Transport students

**Strength:**

To lift, push, pull and/or carry objects which weigh as much as 40 pounds on a occasional basis

**Smell:**

Distinguish strong odors which may warn of equipment malfunction or danger

**Environmental Requirements:**

Work independently  
Work around others

**Mental Requirement:**

Read and write at a level (simple) essential for successful job performance

Judgment

Learn quickly and follow written/verbal procedures and standards

Process information quickly and make quick decisions

**To perform tasks such as to:**

Maintain vehicle in clean and orderly condition; lift small children in and out of seat and on and off school bus

**To perform tasks such as to:**

Detect overheating, gasoline leak, and mechanical problems

**To perform tasks such as to:**

Transport students  
Transport students, faculty, and parents to special events

**To perform tasks such as to:**

Read maps and complete simple reports; maintain route books

Operate a vehicle safely in all types of weather and road conditions; respond to emergencies

Maintain scheduled departure and arrival times; follow codes and emergency procedures without immediate access to superior

Avoid obstructions and collisions; respond to emerging situations such as child health; vehicle breakdowns, violence at a special event to protect safety of students