SANTA CLARA COUNTY OFFICE OF EDUCATION Personnel Commission

CLASS TITLE: Bus Driver, Lead/Scheduler

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

To act as a liaison between assigned drivers and the transportation office; to assign and schedulespecial education students to bus routes and transport students; and in the absence of other bus drivers, transport students driving from a variety of school sites to assure their safety while passengers in the school bus. Employees in this classification general supervision within a framework of standard policies and procedures. Employees in this classification may direct, monitor and coordinate the work of others. This job class performs duties in a lead capacity, assigning and scheduling boustes as well as facilitating the te(o)2 (u)2 (t 0 Td [(t Td [()2 (u)20 scheduling and routine activities and operations

Develops and modifies bus schedules and routing consolidation and routing operations of the transportation network to ensurparameters to maximize transo teta f6(t)-6(e)4.1 and work t1f3.9

In the absence of other bus drivers, performs the following:

Drives a school bus safely in accordance with time schedules, needs students tand from their homes and a variety of school sin

and proper discipline of passengers, resolving disputes and documenting and reporting severe disciplinary cases

Operates a twoway radio

Oversees the loading and unloading of studentsures that safety belts are fastened.

May operate a special ramp bus; loads, and unloads students in wheelchairs on and off bus inspecting wheelchairs for operational safety and permitting only properly functioning wheelchairs to load; operates ramp, assuring seat belts are fastened, positioning the wheelchairs in bus and securing wheelchairs.

Conducts established safety and operational inspection of assigned vehicle daily

Assures maintenance of bus in safe and clean operating condition; reportided nee mechanical repairs installing special safety belts, sweeping interior of bus and washing windows daily, services bus with gas and oil, follows established security procedures

Establishes drop off and pickup order of assigned students, conferringup/thvisors, schedulers, parents, and other staff regarding transportation needs, plotting route on map, documenting route, and adjusting route for new and /dropped students schedules

Monitors students with special health problems while in vehicle; receivititen or oral instruction, being aware and alert to any signs of difficulty following prescribed inf(s)c5ic(th)s6a(tr)+ pro(c)et00are(s1)-4 (r))-110((0)t)42(t)-1)10(6)(4)ce (s1)/(4)(6)(4)(c)et0)-(5)(1(a)(4)(1))3)(1)92-4n(g)

Knowledge of:

Traffic laws and rules

Topography and road conditions in the county and related areas

Effective transportation routing and scheduling procedures

Ability to:

Read and interpret a map

Assign special education students to bus routes

Establish and maintain proper conduct and safety of passengers on school bus

Accept/relate to students with a variety of exceptional needs

Exercise god judgment and extreme caution while operating a school bus

Remain calm in an emergency situation

Read and write English at a level sufficient to successfully perform required duties

Understand and carry out both oral and written instructions in apendent manner

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Knowledge of proper safety requirements of individual wheelshair

TRAINING AND EXPERIENCE

Generally, the required knowledge and abilities will have been acquired duringt and the grears of experience as a school burs/dr including one-year experience in transportation planning and scheduling.

BARGAINING UNIT: Operations Support Services (OSS) Unit

WORKING CONDITIONS

Environment: Duties performed indoors, in an office environment or, in the absence of other bus drivers, in a school bus driving environment where driving is required to conduct to work.

PhysicalDemands: Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate school bus vehicles and transport devices; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects.

NOTE: Safety sensitive classification. Employees in this class will be subject to random selection for alcohol or controlled substance testing.

Personnel Commission Approval: 09/24/84 Revised: 06/20/85; 10/14/02; 01/27/05