

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 schedule special 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 exercise 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 bus routes as well as facilitating the scheduling and routine activities and operations

Develops and modifies bus schedules and routing consolidation and routing operations of the transportation network to ensure parameters 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 stand from their homes and a variety of school sites



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 good 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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R e m t i e n o s n n e

The skill to operate electrical/manual lifts on ramp buses

Knowledge of proper safety requirements of individual wheelchair

### TRAINING AND EXPERIENCE

Generally, the required knowledge and abilities will have been acquired during at least one year of experience as a school bus driver 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.

Physical Demands: 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