

## **TRANSPORTATION ASSISTANT/SCHOOL BUS DRIVER**

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### **Purpose Statement:**

The job of Transportation Assistant/School Bus Driver is done for the purpose/s of operating a school bus on prescribed routes; performing dispatch duties, assisting with routing, inventory, and transportation clerical duties; assisting the vehicle maintenance section; collaborating with constituents to provide maximum services for the pupils, staff, and community; performing other duties assigned. The incumbent in this position must have two years of experience as a bus driver with National School District and is expected to perform in the capacity of the Transportation Supervisor when necessary or required.

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### **Essential Functions**

- Assists with bus routing, pupil data input, and distribution of information for the purpose of ensuring the safe operating condition of the vehicle.
- Assists with data entry for the purpose of providing information for follow-up action and/or proper procedures.
- Assists with field trip scheduling, billing and accounting for the purpose of assisting supervisor.
- Assists with inventory and parts accounting for the purpose of assisting supervisor.
- Assists with record keeping and reports for the purpose of assisting supervisor.
- Assists with telephone calls for the department; forwards inquiries to appropriate staff; communicates accurately and consistently for the purpose of supporting staff in the completion of their work activities.
- Assists with two-way radio communications, answers driver inquiries, and transmits information to users of the radio system for the purpose of communicating with staff.
- Assists with vehicle maintenance tasks for the purpose of safety.
- Performs other transportation support duties as assigned for the purpose of completing job duties.
- Performs time keeping duties for the purpose of assisting supervisor.
- Serves as a school bus driver transporting pupils/passengers over all scheduled routes and on special excursions; operates various types of buses for the purpose of providing maximum services for the pupils, staff, and community.
- Understands and carries out both oral and written instructions for the purpose of collaborating to provide maximum service.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operate all vehicle types, with no limitations (except automatic transmission only); maintain proficiency in bus driving; apply interpersonal skills which reflect patience, tact, and courtesy; work with drivers, parents, pupils, school staff, and transportation department personnel and maintain cooperative and effective relationships with those contacted in the course of work; communicate and interact effectively and professionally under pressure.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: knowledge of laws and regulations applicable to the operation of vehicles and personnel involved in the transportation of pupils; safe driving practices and procedures, first aid, universal precaution procedures, and operation of two-way radio system.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: good driving record and maintain the following documents: California Commercial Driver License Class A or B with "Air Brake" and "Passenger" endorsements; California School Bus Driver Certificate with no limitations (except "Automatic Transmission Only"); and Medical Examiner's Certificate. Must be able to traverse 12.5-inch aisles on school buses. Must be able to kneel, squat, bend, climb, twist, and safely enter/exit a school bus through the emergency exits.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and some hazardous conditions.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

Pre-Employment Drug Screening  
 Pre-Placement Physical Exam  
 Pre-Employment Proficiency Test

**Certificates & Licenses**

Valid Class B CA Driver's Lic. with P endorsement;  
 California School Bus Drivers Certificate; Dept. of  
 Transportation Medical Examiners Cert; First Aid  
 Certificate.

**Continuing Educ./Training**

Maintain Certification(s)

**Clearances**

Criminal Justice/Fingerprint Clearance  
 Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

TBD

**Salary Grade**

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