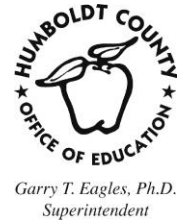


Humboldt County Office of Education
LEAD BUS DRIVER



Garry T. Eagles, Ph.D.
Superintendent

Job Summary

Under the direct supervision of the Transportation and Motor Pool Supervisor, assists in the day-to-day operations of the bus fleet and transports students to and from school and extracurricular activities, as necessary, using district school buses or transportation vehicles.

Examples of Duties

Coordinates with Transportation and Motor Pool Supervisor to develop schedules for transporting students between home and school and extracurricular activities; monitors and adjusts routing assignments and changes throughout the school year; drives bus when needed to fill in for absent drivers; provides dispatching and communication between bus drivers, school, and parents when not driving; schedules and assigns drivers for field trips; monitors completion of bus drivers' daily log books; monitors tracking of wheelchair logs; collects and reviews daily bus inspection sheets and forwards them to the Transportation and Motor Pool Supervisor and Director of Special Education; serves as first point of contact for responding to student behavior concerns and communicating with special education staff, as needed; collects driver time cards, confirms hours and absences, and submits them to Transportation and Motor Pool Supervisor; schedules and monitors completion of annual bus evacuation drills for each school; reports any student address changes to school administration office who will update District of Residence Reports'; coordinates with Transportation and Motor Pool Supervisor to address incidental and minor repairs on buses; performs related work as required or assigned.

Employment Standards

Education and Experience

Graduation from high school or comparable demonstration of basic competence and be 18 years or older. Must have completed appropriate coursework for school bus driving certificate and must maintain and keep current on inservice training as required by law. Five years experience as a school bus driver.

Mandatory Drug Testing

Employees employed in safety-sensitive positions, such as bus drivers, will be subject to random drug testing by law.

License

- A valid California Class B License with Passenger endorsement
- A valid California School Bus Driver Certificate
- A valid California Medical Certificate
- A valid First Aide Certificate and/or pass the CHP First Aid exam

Knowledge of:

- Vehicle laws;
- Rules and regulations pertaining to transportation of students;
- Safety and bus evacuation;
- Child abuse reporting.

Ability to:

- Lead the work of other bus drivers;
- Quickly problem solve issues from parents, school staffs and bus drivers;
- Maintain accurate records for the department;
- Drive a school bus and other transportation equipment safely and efficiently
- Lift and/or assist physically handicapped children if required;
- Follow written and oral instructions;
- Work effectively with young individuals;
- Learn basic sign language in order to communicate with deaf students;
- Must be capable of understanding the basic types of handicapping conditions of the students they transport;
- Learn local roadways;
- Adapt to changing work demands;
- Manage task priorities to meet deadlines;
- Work under varying degrees of stress;
- Establish and maintain effective working relationships with a variety of individuals and groups;
- Read and comprehend fine print such as schedules, spreadsheets, etc.;
- Communicate effectively via telephone, and in person.
- Lift and/or assist physically handicapped children if required.
- Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height.