

## ORANGE UNIFIED SCHOOL DISTRICT

### LEAD SCHOOL BUS DRIVER

#### DEFINITION

Meets the requirements of a School Bus Driver. Under the direction of the Director, Manager, Supervisor, and/or Dispatcher, operates various types of vehicles in accordance with DMV, CHP and Department of Education laws, rules and regulations; reviews and evaluate driving assignments and reports any deficiencies; operates vehicles on various terrain and road conditions; operates a school bus on designated routes while transporting pupils to and from school, activities, events, and field trips; performs daily inspections of vehicles and other related duties as required.

#### DISTINGUISHING CHARACTERISTICS

Positions in this class require expertise in the transport of students of all ages. Incumbents should be familiar with the various types of buses operated by the District. They are expected to be familiar and confident driving on various terrains, weather, and road conditions. They function as a resource for other drivers, reinforcing department policies, rules, and regulations. Incumbents should be willing to lead other drivers, stay calm under pressure, be personable, and demonstrate integrity.

#### ESSENTIAL DUTIES

- Serve as a Lead School Bus Driver in the Transportation Department.
- Serve as the Lead School Bus Driver on field/sport/activity trips.
- Review and evaluate driving assignments for new and current school bus drivers; assure safe driving practices in accordance with District and State transportation policies, rules, and regulations.
- Assist school bus drivers in maintaining accurate and complete route sheets, wheelchair logs, and field trip tickets.
- Provide guidance and mentorship to School Bus Drivers and Instructional Assistants.
- Assist in emergency bus evacuation drills.
- Provide recommendations for school bus drivers concerning pupil behavior management.
- Position may have multiple clock-on and clock-off times throughout the day, including before and after assigned shift.
- Drive school buses on designated routes.
- Perform a thorough daily vehicle inspection to ensure the school bus is in a safe operating condition.
- Utilize two-way radio for communication and may need to assist in the Dispatch Office.
- Monitor pupils on school buses, at school bus stops and in school loading zones; assure proper conduct and discipline in these areas; prepare bus conduct reports according to established District policies regarding the discipline of pupils.
- Employ interpersonal skills including tact, patience, and courtesy.
- Required to wear a school bus driver uniform shirt.
- Required to become proficient in all Transportation Department equipment and related tasks.
- Perform a wide variety of related work in support of District transportation department.

#### QUALIFICATIONS

##### Knowledge of:

- Principles, methods, techniques, and strategies for a school bus operation.

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- Provisions of the California Motor Vehicle Code, the Education Code and District regulations applicable to the operation of vehicles in the transportation of pupils.
- All electronic technology that is required when operating a school bus and systems used in the Transportation Department.

**Ability to:**

- Understand and communicate effectively in oral and written form, in the English language.
- Establish and maintain cooperative working relationships.
- Maintain order and discipline among pupils while driving a school bus.
- Maintain assigned vehicle in a clean and safe operating condition.
- Meet schedules and timelines.
- Operate various types of computer hardware including learning new software applications.
- Become proficient in all Transportation Department equipment and related tasks.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

**Experience:**

Minimum of three years of recent experience in the operation of a school bus.

**Education:**

Equivalent to high School graduation.

**OTHER REQUIREMENTS**

**Licenses**

Possession of a valid Class A or B, California Motor Vehicle Operator's License.

Possession of a valid School Bus Driver's Certificate issued by the California Highway Patrol.

Possession of a current First Aid Certificate approved by the Emergency Medical Services Authority or pass the First Aid Examination given by the California Highway Patrol.

Possession of a valid Medical Examiner's Certificate.

**Other**

Insurability by the District's liability insurance carrier.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to fumes and vibrations. The employee occasionally works in outside weather conditions.

**PHYSICAL DEMANDS:**

Persons in this position will exert 50 to 75 pounds of force to lift, carry, push, pull, or otherwise move objects. This work involves operating a school bus, sitting, walking, and standing. Persons in this position must meet the qualifications as outlined in the Federal Department of Transportation (DOT) medical examiner's report. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.