

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
BUS DRIVER COORDINATOR**

DEFINITION:

Under the minimal supervision of the Assistant Superintendent-Special Schools and Services, the Bus Driver Coordinator will coordinate an efficient, effective student transportation program; drive a bus on assigned routes and activity trips.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent

EXAMPLES OF DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Creates, plans, and coordinates all routes for maximum efficiency and service
- Assigns, directs, and monitors drivers and routes
- Supervises and evaluates bus drivers
- Identifies need and coordinates fill-in or substitute drivers
- Coordinates activities necessary to comply with all Department, state, and federal requirements
- Acts as an information source to the public, personnel, and other interested parties regarding busing policies, procedures, routes, schedules, and other transportation activities
- Maintains files for the purpose of providing documentation for audit purposes and meeting Department, state, and federal requirements.
- Perform duties of a bus driver on a daily basis
- Establish and maintain cooperative and effective working relationships
- Perform related duties as assigned

QUALIFICATIONS:

Knowledge of:

- Safe driving practices and methods
- Principles, methods, techniques and strategies for the training of school bus drivers
- Provisions of the California Motor Vehicle Code and laws applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers
- Principles, methods, and procedures related to a pupil transportation system
- Technical aspects of field of specialty:
 - Tehama County roads and freeways
 - Safe driving practices and techniques
 - Department operations and policies
 - California driving laws

Ability to:

- Conduct bus driver training and safety programs
- Operate a school bus over designated routes
- Effectively communicate with parents, administrators and the public regarding a variety of aspects of assigned activities
- Maintain accurate records
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others
- Observe legal and defensive driving practices
- Attend meetings and remain current concerning rules, regulations, policies and laws
- Operate a computer terminal

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: high school graduate or equivalent and five years of driving experience as a school bus driver.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California Class A or B driver's license; valid California School Bus Certificate; valid Certified State Department of Education School Bus Driver Instructor Certificate or ability to obtain one; valid Medical Certificate. All bus drivers are subject to random drug testing.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Climbing in and out of buses, sitting for extended periods of time, lifting and carrying objects weighing up to 75 pounds, bending, perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate a bus, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ENVIRONMENT:

Indoor and outdoor environment; subject to driving a vehicle to conduct work.

HAZARDS:

Exposure to diesel and chemical fumes, and driving in adverse weather conditions.

Revised: July 2013