

**Oroville Elementary School District  
Job Description**

**JOB TITLE: BUS DRIVER/TRANSPORTATION COORDINATOR**

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SALARY LEVEL:	30	DIVISION:	Classified
DEPARTMENT:	Maintenance/Operations	LOCATION:	District
REPORTS TO:	Director of Maintenance, Operations and Facilities		
APPROVED BY:	Board of Trustees	DATE:	June 18, 2014
		REVISED:	February 3, 2016

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**SUMMARY:** Under the direct supervision of the Director of Maintenance, Operations and Facilities the bus driver/transportation coordinator is responsible to coordinate the transportation safely, efficiently, and economically.

**BUS DRIVER ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.  
Other duties may be assigned.

Drives a school bus or transportation vehicle over assigned routes in accordance with an established time schedule.

Provide feedback to route coordinator on transportation routes and reports unsafe road conditions.

Transports children, including those with special learning needs and physical handicaps, to and from school.

Maintains proper discipline of pupils on the bus.

Loads and unloads students safely at designated stops and on activity trips.

Stops traffic and escorts children across streets.

Plans, organizes and implements student safety and pupil transportation vehicle evacuation drills.

Maintains bus or transportation vehicle in a clean and orderly condition, and inspects and reports any mechanical defects or malfunctions.

Adheres to policies and procedures in maintaining appropriate student behavior.

Responds to public contacts concerning transportation problems and concerns.

Sweeps, cleans and refuels buses.

Maintains current route data information in assigned route book.

Administers first aid, including CPR as required, and contact appropriate administrators in case of any injury or serious illness.

Performs periodic safety drills as required by law.

Checks and maintains safety equipment.

Demonstrates good judgment in the performance of duties.

Performs related duties as assigned.

**TRANSPORTATION COORDINATOR ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Other duties may be assigned.

Assists the Director of Special Education with creating home to school/school to home bus/van routes for students with IEP transportations.

Coordinates the scheduling and routing of school buses and vans.

Assigns bus/van drivers to routes best suited to the overall transportation needs.

Reviews bus/van routes and recommends changes.

Updates routes as changes occur.

Responds to public contacts concerning transportation problems and concerns.

Maintains current route data information.

Performs related duties as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Demonstrates knowledge of California school, state, and federal law as it pertains to school transportation.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED). Additionally, any combination of training and experience which demonstrates the ability to perform the duties of the position, including prior work experience driving a school bus with no chargeable accidents in the last three (3) years (Title 13 California Administrative Code). Completion of District-approved bus driver training, including behind the wheel supervised training.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as maps, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate appropriately in situations requiring tact and diplomacy, and to maintain cooperative working relationships with fellow staff, students and parents. Ability to carry out oral and written directions.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to calculate percent and to compute mileage.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations. Ability to establish and maintain effective relationships and to interpret and apply established rules and regulations to principals, parents, and bus/van drivers.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possess, at a minimum, a valid Class B California Commercial Driver License with passenger endorsement; Possess a valid California Special Driver Certificate (DL45); Pass a Department of Motor Vehicles rules and regulations test administered by the California Highway Patrol, in addition to the Class B test; Complete 20 hours of classroom and 20 hours of behind-the wheel-training; Pass a First Aid/CPR test or hold a valid First Aid/CPR card which meets California Highway Patrol standards; Possess a valid medical examination report and medical certificate obtained from the employee's physician; Possess a current Department of Motor Vehicles' driving record printout, current within 30-days of employment. Employee will be registered by the employer in the "pull-notice" program through the Department of Motor Vehicles and the Department of Transportation's random drug testing program, as required by law.

**OTHER SKILLS AND ABILITIES:** Demonstrates knowledge of record keeping and reporting techniques and the ability to process paperwork, such as mileage reports. Demonstrates basic knowledge of Word and Excel.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must be free of alcohol and illegal non-prescriptive drugs, as specified with Department of Transportation requirements.

While performing the duties of this job, the employee is regularly required to stand and walk; ability to walk on wet and uneven surfaces; sit and drive for extended periods of time; use hands

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to manipulate or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, and crouch; ability to push and pull objects; The employee is regularly required to exercise sufficient mobility to clean and to climb in and out of school buses and emergency exits and to maneuver students into and out of buses. Specific sensory ability such as perceiving the nature of sound; the ability to see near and far; and the possession of depth perception, color, and peripheral vision. The employee must also be able to communicate orally and via radio or phone.

The employee must possess sufficient strength to lift a 50-pound non-ambulatory student. Under emergency conditions, must be able to drag a student weighing up to 150 pounds on/off the bus.

Occasionally, drivers lift 30 to 50 pound students in assisting them in entering and exiting the bus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both indoors and outdoors, and in a vehicle; work is performed in varying temperature conditions; work is performed in an environment with constant noise; exposure to fumes, gasses, grease, and oil; work is performed in confined spaces; work is performed around equipment with moving parts; regular contact with staff, students, and the public.

The position demands that a person be mentally alert and physically capable of helping students, both ambulatory and non-ambulatory, in and out of buses and providing for their safety.

PCC:slc  
BUS DRIVER/TRANSPORTATION COORDINATOR