

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Transportation Scheduler/School Bus Driver**

**DEFINITION**

Under general supervision, coordinates daily operations of the Transportation Department office; operates a school bus to transport special education students including both severely handicapped and non-severely handicapped in a safe and timely manner; performs related work as required.

**DIRECTLY RESPONSIBLE TO**

Director, Special Programs

**SUPERVISION OVER**

None; however, assigns daily schedules, collects records and reports from School Bus Drivers and substitutes.

**DUTIES AND RESPONSIBILITIES** (This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

**Scheduling/Transportation**

Makes telephone calls to each students' home to confirm pick-up for the day; establishes and adjusts bus routes, making arrival and departure schedules as necessary; coordinates additional trip requests from programs and school districts; drives a school bus over a designated route according to an established time schedule; transports students from home to school to home and on special educational trips and to extra-curricular events; assists children with disabilities in and out of the vehicle; physically maneuvers wheelchair students up and down ramp or automatic lift; positions students in their car/infant seats; fastens harnesses and belts; secures students to wheelchairs/car seats and wheelchairs/car seats to bus; maintains discipline on the bus; will be required, as the needs of students dictate, to perform cardiopulmonary resuscitation, first aid, and specialized physical health care procedures, including but not limited to suctioning, elimination care, and the safe handling of students who are known carriers of chronic infectious diseases; maintains effective communication with site staff, family members and caregivers.

**Bus/Equipment and Records Maintenance**

Follows a set procedure to check the bus each morning ensuring it is in proper working order including checking for proper maintenance and safety; at the conclusion of the day's route, prepares bus for the following day including checking fluid and fuel levels and replacing as needed, cleaning inside and outside of bus, reporting need for maintenance and repair work, and securing and locking bus; prepares work orders for repairs; takes bus to designated shop for major maintenance and repairs; inventories specialized equipment and performs minor repairs as needed on vests, car/infant seats, etc.; prepares reports and maintains records including route books, check-out and mileage sheets, student/family information and records related to Department of Motor Vehicles, California Highway Patrol, Bureau of Automotive Repair, and Air Resources Board.

**Department Support**

Creates and updates Transportation Department activity calendar; monitors daily operations of the office; acts as liaison between department and customers; independently answers routine inquiries; initiates and completes forms including supply orders, time sheets, and customer billing information; ensures proper files are maintained for annual state review; operates standard office equipment.

**MINIMUM QUALIFICATIONS**

Education, Training, and Experience

Any combination of education, training, and experience which demonstrates the potential ability to perform the duties of the position and demonstrable safe driving experience in the operation of automotive vehicles.

Knowledge of:

California Education Code and Vehicle Code provisions, laws, rules and regulations applicable to the operation of vehicles in the transportation of school children; safe driving practices; basic mathematical skills involving addition, subtraction, multiplication, and division; vehicle maintenance; various types of disabilities; child development and

decision making processes; behavior modification techniques; recordkeeping and filing systems; basic computer use.

Skill and Ability to:

Drive a bus safely and efficiently; read and understand maps and written instructions; schedule routes; prioritize and organize work; use a computer to enter records into a spreadsheet and create reports and calendars; interpersonal skills to effectively communicate with diverse populations in both oral and written forms; perform physical and manual tasks in loading and unloading wheelchair students and adaptive equipment; perform health care safety procedures including cardiopulmonary resuscitation and first aid; operate a cellular phone; check fluid levels and fuel bus; maintain records and files.

Other Characteristics

Willingness to work additional hours or a split shift on occasion. Possession of a valid California Class B driver's license with P and S endorsement; California School Bus Driver Special Certificate; current Medical Certificate; and Red Cross first aid and CPR certificates.

Revisions approved by Personnel Commission 9/9/08  
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