

**CAJON VALLEY UNION S, field trips and extracurricular events;  
over training programs and activities; prepare and maintain accurate records related  
rs; assign and review the work of drivers; train, supervise and evaluate the  
ed staff.**

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Operate a school bus to transport students on a limited or emergency basis as required.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Supervising, training, dispatching, scheduling and coordination of the transportation program.

Proper operation of school buses.

Principles and practices of supervision and training.

Applicable traffic and student transportation laws, codes and regulations.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Schedule, coordinate and supervise the dispatch of buses for bus routes, field trips and extracurricular events.

Prepare and maintain accurate records related to vehicles and drivers.

Train, supervise and evaluate personnel.

Estimate and requisition supplies and equipment.

Drive a school bus safely and efficiently.

Maintain safe discipline level among passengers.

Apply and interpret policies and procedures related to student discipline.

Observe legal and defensive driving practices.

Read and interpret maps.

Administer first aid to ill or injured children.

Communicate effectively with others to exchange information.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent and five years bus driving experience, including experience in dispatching, scheduling, transportation or fleet operations work and working in a lead capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class A or B driver's license with appropriate passenger endorsements.

Valid California Special Driver Certificate School Bus.

Valid medical examiner's certificate.

Valid unrestricted California driver's license with appropriate passenger and air brake endorsements.

Possession of a current certificate in infant, child and adult cardio-pulmonary resuscitation (CPR) and a certified Multimedia First Aid Card is required. Online certificates are not accepted.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School bus and outdoor environment.

Seasonal heat and cold or adverse weather conditions.  
Evening or variable hours.  
Exposure to fumes, dust, odors, oil/grease and gases.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Sitting for extended periods of time while operating buses.  
Hearing and speaking to exchange information.  
Reaching, pulling and pushing to open bus doors.  
Bending at the waist, kneeling or crouching to inspect and wash buses.  
Seeing to monitor passengers and operate a vehicle.  
Regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100.

**NOTE:**

Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing.

**HAZARDS:**

Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint/Background  
Tuberculosis  
Pre-placement Physical and Drug Screen