

## **LEMON GROVE SCHOOL DISTRICT**

### **CLASS TITLE: Transportation Specialist**

#### **BASIC FUNCTION:**

Under the direction of the Director, Facilities, Maintenance, Operations, and Transportation is responsible for developing and implementing training programs for School Bus Drivers. Coordinates the recommended assignment of bus drivers and school buses for regularly scheduled home-to-school runs, special excursions, and field trips; recommends routes (stops times), overtime, and substitutes for student transportation. Maintain a variety of training records and related files. Provides transportation for students on assigned bus route.

#### **JOB RELATIONSHIPS:**

Supervised by the Director, Facilities, Maintenance, Operations, and Transportation. Works cooperatively with transportation staff, district management, parents, teachers, students, and representatives of other school districts and public agencies.

#### **ESSENTIAL DUTIES:**

Plan, develop, and implement procedures for the training of school bus drivers and district commercial licensed drivers. (E)

Conduct classroom instruction and required behind the wheel training for transportation staff. (E)

Work with the California Highway Patrol School Bus Safety Officer to schedule written and behind the wheel driving tests. (E)

Responsible for logging training hours and maintaining training records as required by the California Department of Education. (E)

Interpret and implement the California Code of Regulations Vehicle Code for school bus drivers. (E)

Investigate school bus accidents at the scene and works with the California Highway Patrol while the accident is under investigation. (E)

Recommend schedules for student transportation. (E)

Assist school personnel in scheduling regular and special education transportation need for home-to-school and special excursions. (E)

Coordinate schedules and assign recommended bus drivers and buses for transportation services in the safest most economical manner. (E)

## **Transportation Specialist - Continued**

Observe and recommend bus routes to ensure integrity of schedule, including bus stops; ensure requirements are met which are set by the California Highway Patrol and Vehicle Code. (E)

Work with school site personnel and special education administrator on concerns related to transporting special education students; attends IEP and staffing meetings as required. (E)

Operate and use a variety of machines, equipment, tools, and materials, including two-way radio system, phones, pagers, computer, printer, calculator, copy machine. (E)

Drive school bus on scheduled route. (E)

Inspect assigned vehicles as required by the California Highway Patrol. (E)

Fuel, clean, maintain assigned vehicles both interior and exterior for the purpose of maintaining appearance and safety of the vehicles. (E)

Monitor communication between the Transportation office and bus drivers in the field for the purpose of assisting school bus drivers. (E)

Comply with applicable state, local, and federal rules, regulations and laws, as well as, District policies and procedures. (E)

Establish and maintain effective working relationships with administrators, co-workers, students, parents, teachers, and the public. (E)

Demonstrate and model safe, prudent, and healthful work behaviors and practices; identify and eliminate unsafe or unhealthful work area conditions. (E)

Direct driver while on after hour activity trips in the event of an emergency or breakdown as needed. (E)

Assist in the selection of school bus drivers and substitute bus drivers. (E)

Work with the East County SELPA and neighboring school districts to recommend cost effective transportation solutions. (E)

Perform other duties as assigned.

### **KNOWLEDGE OF:**

Methods, procedures, materials, and equipment required to provide an effective student transportation program.

## **Transportation Specialist - Continued**

Laws and regulations of applicable state and education code sections and traffic laws that govern the transportation of students by school buses, and needed to provide an effective School Bus Driver training program.

Geography of the District, including school and facility locations, District transportation policy, procedures and regulations.

State laws and regulations pertaining to student transportation.

Safe driving methods and techniques and basic knowledge of various mechanical characteristics of buses.

### **ABILITY TO:**

Schedule and coordinate all driver training programs, maintain records, prepare oral and written reports.

Exercise sound judgment.

Understand and carry out oral and written instructions.

Work independently.

Make final and effective decisions including situations which may be critical or sensitive.

Demonstrate safe driving methods and techniques.

### **EDUCATION AND EXPERIENCE:**

High school diploma or equivalent. At least 5 years prior related experience as a school bus driver. Previous experience in providing classroom instruction or behind the wheel training of school bus drivers is desirable

### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

Valid Commercial Drivers License Class B with a Passenger endorsement and air brake endorsement.

California Special Drivers Certificate DL45.

Medical card DL 51.

Possess the necessary qualifications to become a State Certified School Bus Instructor and pass training course with no limitations.

Maintain qualifications for District vehicle insurance coverage.

## **Transportation Specialist - Continued**

Operate personal vehicle to travel independently on short notice to other Districts or community locations to inspect or conduct work.

District pre-employment test

Post-offer physical examination and drug screen

Fingerprint clearance from the Department of Justice

Current X-ray or tuberculin skin test before employment and every four years thereafter.

### **ENVIRONMENT:**

Office and bus environment.

Driving a vehicle to conduct work.

Contact with angry or unsatisfied parent/guardian or community members.

### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.

Seeing to inspect vehicles and monitor driver performance.

Lifting moderately heavy equipment.

Standing or sitting for extended periods of time.

Bending at the waist, kneeling or crouching to inspect vehicles.

Reaching overhead, above the shoulders and horizontally to inspect vehicles.

### **HAZARDS:**

Traffic hazards.

**Board approved: 6/24/03**