

# Southern Kern Unified School District

## Position Description

Position Title: **Transportation Clerk/Bus Driver**

Department: Transportation

Location: Bus Garage

Reports To: Director of Transportation

Prepared By: Staff

Date: July 18, 2016

Approved By: Board of Education

Date:

**SUMMARY:** Responsible to represent the Transportation Department in a most positive way to student, staff, parents, and community. Performs a variety of clerical duties as assigned and when needed drives bus to transport students over specified routes according to time schedule. Complies with traffic regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Takes inservice training as stipulated by contract.
- Dispatching of buses.
- Type and file letters, reports, lists and other materials.
- Act as receptionist, dealing with parents and general public.
- Receive, sort, and route mail
- Maintain regular communications with school sites to meet the transportation department needs.
- Process bus passes
- Drives a school bus safely and professionally.
- Performs and properly completes daily pre-trip inspections.
- Complies with all traffic ordinances.
- Complies with discipline policies set forth in the School Code of Conduct for Transportation.
- Participates in on-site training.
- Shows proficiency in handling and maneuvering school bus.
- Maintains bus or transportation vehicle in a clean and orderly condition.
- Reports any and all mechanical defects or malfunctions.
- Adheres to policies and procedures regarding student behavior management and public contacts concerning transportation problems and concerns.
- Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** Supervises students while transporting them.

*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.*

**EDUCATION and/or EXPERIENCE:** High School Diploma or GED. Must be able to pass physical, including random drug and alcohol tests. One year of previous office experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must be able to obtain a Commercial Driver's License, Class B with Passenger Endorsement and No Restrictions. Must pass State Skill Test and State Written Test.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to pass a typing test at 35 words per minute. Ability to operate a personal computer and related software. Ability to get along with other people. Patience in dealing with parents and small children. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to read and understand maps. Ability to pass State Skill Test, State Written Test, Department of Transportation physical and MDE Basic Training Program.

**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.

Vision, color vision, depth perception and peripheral vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the 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 occasionally works in temperatures above 100 degrees and below 32 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm or finger motion many times. The employee frequently uses hand strength to grasp tools and is continuously driving on the job. The employee must occasionally lift and/or move up to 75 pounds, including students. Specific vision abilities required by this job include close vision, depth perception and peripheral vision.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*