
CAREER DEVELOPMENT PROGRAM DRIVER

Definition:

Acts as a resource person to SCOE's Career Tech program and local districts and schools regarding the transporting of high school students to and from Career Tech regional classroom programs. Processes transportation requests, schedules and implements routes to and from local high schools and regional program sites, and performs related duties as assigned.

Distinguishing Characteristics:

This job requires a high degree of positive contact with Career Tech and school district staff, and provides a variety of responsible support activities under the direction of the Program Director. This job class requires considerable driving, exercises responsibility for the timely pick-up and delivery of Career Tech students, including the scheduling of transportation routes and acts as a support person, when not transporting students.

Supervision Exercised and Received:

Employees in this job classification receive general to limited supervision from the Career Tech Program Director or designee within a framework of standard policies and procedures.

Examples of Duties and Responsibilities:

Duties and responsibilities may include, but are not limited to, the following:

- Schedules and drives a SCOE vehicle over pre-determined route, transporting students to and from Career Tech regional classroom sites according to an established schedule; and remains available by phone and notifies school office of any change of route or delays;
- Maintains clean and orderly vehicle, refuels, adds oil; and performs daily pre-trip inspection according to all Federal, State and SCOE guidelines, determines if vehicle is acceptable to drive based on pre-trip inspection, and reports and records all deficiencies in a timely manner;
- Plans and coordinate transportation routes and schedules, when assigned;
- Attend required safety trainings;
- Coordinates activities with other staff to accomplish tasks and maintain schedules;
- Trains new and temporary employees when assigned;
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Rules, procedures, and policies of the department, regarding the transportation of students;
- Methods, procedures, and record-keeping techniques;
- Basic office methods, practices, and procedures;
- Standard English usage, spelling, grammar, and punctuation;
- Standard office machines, including computers;
- Safe work practices.

Ability to:

- Respond promptly to requests of Career Tech and local school districts; provide needed information, assistance, training, and resources;
- Plan, organize, and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines, including maintaining accurate records and files;
- Maintain an orderly work environment and perform tasks in prescribed and safe manner;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change;
- Understand and apply principles, techniques, and procedures required for effective job performance;
- Perform basic mathematical calculations;

- Effectively communicate in both oral and written form;
- Meet the physical requirements necessary to successfully perform required job duties;
- Understand and follow both oral and written instructions;
- Plan safe transportation routes and procedures;
- Meet the physical requirements necessary to successfully perform job duties including lifting of equipment, twisting, bending, pushing and pulling.

Education and Experience:

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Formal or informal education or training which ensures the possession of the above knowledge and abilities, including reading and writing and mathematical calculations at a level necessary for successful job performance.

Experience:

- Three years of successful bus driver experience is required.

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.

Note -Terms used in this section are defined as follows: Rarely: 1 to 10%; Occasionally: 11 to 33%; Frequently: 34 to 66%; and Continuously: 67 to 100% of the workday.

Sitting:	Continuously
Standing	Occasionally
Walking:	Occasionally
Waist Bending:	Occasionally
Neck Bending:	Occasionally
Squatting:	Rarely
Climbing:	Occasionally
Kneeling:	Rarely
Crawling:	Never
Neck Twisting:	Continuously
Waist Twisting:	Frequently
Pushing/Pulling:	Occasionally up to 40 – 60 lbs. of force
Reaching:	
Above Shoulder:	Occasionally
Below Shoulder:	Frequently

Lifting/Carrying:

0-10 lbs: Occasionally – weights carried up to 100 feet at a time

11-25 lbs: Occasionally – weights carried up to 100 feet at a time

26-75 lbs: Rarely - to move children in event of emergency

Hand Activities:

Repetitive Hand Use: Frequently

Simple Grasping: Continuously

Power Grasping: Occasionally

Fine Manipulation: Rarely

Hand and Arm Twisting/Turning: Frequently

Computer Operation/Writing: Rarely

- Must be able to communicate, quickly, accurately, and effectively with schoolchildren, parents, and staff in a noisy environment while visually monitoring both traffic and the interior of the vehicle.
- Must be able to monitor student activity in order to detect verbal abuse, physical safety issues, and bullying; and report it accurately and credibly.
- Must be able to exchange information accurately and quickly with individuals using radios or devices that may be used safely while operating a vehicle.
- Must be able to detect safety issues and warning signs for the mechanical systems of the vehicle.
- Must be able to express self effectively in order to maintain a safe and orderly atmosphere in a noisy environment.
- Must have normal vision, corrected or uncorrected.

Work Environment:

The following conditions may be present:

- Driving vehicles or equipment (school transport van)
- Work around equipment and machinery (shop and vehicles).
- Walking on uneven ground (bus parking lots, driveways, roadways).
- Exposure to excessive noise (van noises/children).
- Exposure to dust, gas, fumes or chemical (cleaning supplies, exhaust fumes).
- Operation of foot controls (foot pedals on van).
- Exposure to biohazards (to clean up bodily fluids from student illness or injury).
- Exposure to bouncing/vibration when driving in some vans depending upon seat type.
- Need to act quickly to evacuate children in emergency situations.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- Must pass drug and alcohol testing prior to, and during the course of, employment.
- Must pass a pre-employment physical.
- TB testing will be required upon employment.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- Must possess a current California driver license, proof of insurance and possible participation in the DMV Pull Notice Program once employed.
- Must possess California School Bus Driver's Class B License.