

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JANUARY 2014
RANGE: 40.0
TRANSPORTATION/WAREHOUSE SERIES
CLASSIFIED
CODE: 2,3,4,5,7,9**

**SEASONAL SCHOOL BUS DRIVER – KEEP
(Kern Environmental Education Program)**

DEFINITION

Under general supervision, to operate a school bus or transportation vehicle over designated routes within an established time schedule;

to transport students and staff to designated sites and to KEEP campuses;

to perform daily inspections of a bus or transportation equipment;

and to do other related work as required.

This position is seasonal and as such, works a limited schedule based on the needs of the program.

The program year generally operates between November – June.

EXAMPLES OF DUTIES

Loads and unloads students safely at designated stops;

stops traffic and escorts children across streets, when necessary;

transport children and teachers on field trips;

secures wheelchairs using cargo tie-down systems;

maintains bus or transportation vehicle in a clean and orderly condition, and inspects and reports any and all mechanical defects or malfunctions;

adheres to policies and procedures in maintaining appropriate student behavior and public contacts concerning transportation problems and concerns;

attends scheduled safety meetings and safety programs;

completes the daily transportation activity record, including number of students transported, mileage, type of trip, and standby time;

sweeps, cleans, and refuels buses;

transports children with special learning needs and physical handicaps;

administers first aid as required;

may be required to lift students physically and mechanically into and from bus;

may be required to lift up to 50 pounds.

QUALIFICATIONS

Knowledge of:

Safe driving practices and techniques;

basic first aid procedures and methods;

safety and maintenance requirements of bus and other pupil transportation equipment;

provisions of the Education Code, California Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of school children.

Ability to:

Drive a school bus and other transportation equipment safely and efficiently;

maintain appropriate student behavior on a school bus or other transportation equipment;

perform appropriately in situations requiring tact and diplomacy;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

One year of experience in the transportation of school children preferred, or the completion of a school bus driver training program.

Education:

Equivalent to the completion of the twelfth grade.

Conditions of Employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Must maintain proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license;

possession of a valid Class B, Motor Vehicle Operator's License;

possession of a School Bus Driver's Certificate, with medical certificate, issued by the California Highway Patrol, including passage of a first aid examination;

fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met;

this position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

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