

SIERRA UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

CLASSIFIED

JOB TITLE: STUDENT TRANSPORTER
RESPONSIBLE TO: Transportation Bus Service Supervisor

General Summary:

To transport students to and from designated points as directed by the transportation supervisor and to ensure the safety of student passengers. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for the safe operation of a school vehicle and for ensuring the safety of student passengers while meeting established schedules.

Primary Duties and Responsibilities:

- Drives a school transportation vehicle within a prescribed route(s) in accordance with time schedules; picking up and discharging students at designated stops.
- Escorts students across streets as needed.
- Maintains order and proper discipline of student passengers according to District policy and enforces riding rules.
- Issues written citations to students regarding discipline problems.
- Refuels vehicle as needed and reports needed mechanical repairs.
- Maintains cleanliness of vehicle to ensure safe operating condition.
- Receives direction related to student discipline, safety, first aid, and training updates as required.
- Maintains student and/or vehicle records as required.
- Adheres as closely as possible to established schedule of arrival and departure times.
- Performs related duties similar to the above in scope and function as required.

Minimum Qualifications:

Knowledge of:

- Safe driving practices. .
- Provisions of the California State Vehicle Code and Education Code applicable to the operations of vehicles transporting students
- First aid practices
- Routine record-keeping procedures

Ability to:

- Drive a district vehicle safely and efficiently.
- Maintain order among students while driving a district vehicle.
- Exercise tact, diplomacy, and good judgment in dealing with students
- Maintain routine records.
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Communicate effectively both orally and in written forms.
- Read, interpret, and follow rules, regulations, policies, and procedures.
- Observe legal and defensive driving practices.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Characteristics:

- Sitting for extended periods of time; hearing and speaking to exchange information; exert physical strength necessary to lift and transport objects up to 40 lbs.; dexterity of hands and fingers; kneeling, crouching and bending at the waist.

Education and Experience:

- Any combination equivalent to: graduation from high school and sufficient experience, training, and/or education to demonstrate the knowledge's and abilities listed above.

Licenses and Other Requirements:

- A valid California Driver's License.
- Successfully pass required pre-employment requirements.
- A safe driving record sufficient for insurability

Working Conditions:

- School bus and classroom environment
- Subject to driving in adverse weather conditions, fumes, noise, and traffic situations

Job Description
Adopted: 02/12/04

SIERRA UNIFIED SCHOOL DISTRICT

Prather, California