

## Gridley Unified School District Job Description

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JOB TITLE: BUS DRIVER / DISPATCHER      DIVISION: Classified  
SALARY LEVEL: 8      LOCATION: Transportation Dept.  
DEPARTMENT: Transportation      BOARD APPROVED: 07/19/2023  
REPORTS TO: Director of Maintenance, Operations and Transportation or designee

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**SUMMARY:** The Bus Driver / Dispatcher is responsible to safely transport passengers to and from school and/or activity trips; schedule and coordinate effective school bus transportation; provide support for computers used in the department and perform clerical duties associated with maintenance, operations and transportation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Bus Driver:**

Performs a daily safety check on the bus before driving.  
Drives bus daily over designated routes, picking up and discharging students in accordance with time schedules.  
Escorts pupils across streets and roads as necessary and required.  
Transports students and teachers on special trips to various locations according to a planned schedule.  
Maintains order among students on the bus and at bus stops insuring that the students comply with the pupil transportation rules and regulations.  
Sees that all laws and regulations as set forth by the Education Code, the Department of Motor Vehicles and the Board of Trustees are met.  
Follows district policies regarding discipline of students.  
Assists in maintaining the bus in a clean and safe operating condition.  
Submits daily bus reports.  
Maintains sanitary personal habits and a clean, neat appearance.  
Performs other related duties as assigned by Supervisor.

#### **Dispatcher:**

Plans, calculates and maintains transportation routes, field trips and any other coordinated district transportation.  
Answers questions and provides information about bus stops and scheduled times.  
Maintains state mandated drivers' records.  
Ensures drivers' license, special drivers' certificate and medical examiner's certificate are current.  
Coordinates filed rip process including maintaining the rotation list, communication to district staff and scheduling.  
Provides clerical support to Director of Maintenance, Operations, and Transportation.  
Co-ordinates bus evacuation drills as required by law.  
Maintains daily "hours on duty" reports for motor carrier.  
Does transportation reports that record daily and field trip mileage.  
Reports potential safety hazards to Director of Transportation.  
Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.  
Maintains sanitary personal habits and a clean, neat appearance.  
Performs other related duties as assigned by Supervisor.

**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. Proof of a good driving record required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED); Six (6) months recent experience as a bus driver or one year of recent experience as a commercial vehicle driver preferred. Six (6) months of related experience and/or training in clerical capacity.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

**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.

**REASONING ABILITY:** Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of a valid California Commercial License with passenger transportation endorsement and a valid California Bus Driver Certificate with a current Medical Examiner's Certificate. District First Aid and CPR training is required and will be provided. Prefer Class B Commercial license with Passenger endorsement, S endorsement and Air Brake endorsement.

**OTHER SKILLS AND ABILITIES:** Must pass a computer skills test. Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner. Typing Certificate with a minimum of 35 WPM.

**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.

While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb up and down steps, stoop, kneel, and crouch or crawl, and smell.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

**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 near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate to loud, occasionally very loud.