



JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Facilities, Maintenance, Operations and Transportation Training Specialist

Revised 2/24

DEFINITION

Under the general supervision of the Transportation Supervisor, operates a school bus as required to transport students; organize and conduct instruction and training, as required for all Facility, Maintenance, Operations and Transportation (FMOT) employees. To perform duties of a bus driver related to special assigned schedules and other related work as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Serves as a bus driver as required.
- Follow specified start up and shut down procedures before and after each run. E
- Prepare log and reports as directed. E
- Conduct required safety inspections of buses, inspecting interior, exterior and engine of the vehicles with drivers. E
- Report major mechanical malfunctions or other problems as required. E
- Maintain mileage, logs, time records, and related records. E
- Maintain required in-service hours needed and required by law to maintain current school bus driver's license. E
- Maintain current knowledge of driving, training and safety requirements. E
- Determine and provide instruction on appropriate action in potential or real medical emergency situations according to established guidelines. E
- Conduct training programs for equipment operators. E
- Provide instruction and assist bus drivers in the performance of their duties; including safety meetings and driver education programs. E
- Evaluate driver knowledge, skills and performance standards related to efficiency, safety and legality. E
- Coordinate training activities with the Transportation Supervisor and Director of Facilities. E
- May assist in the investigation of accidents and may monitor performance of evacuation exercises if requested by Transportation Supervisor. E
- Assist the Transportation Supervisor in conducting driver check-in to be sure all routes are covered, make fog calls to determine if conditions require a delay, check driver logs and mileage sheets for accuracy, general record keeping, etc. E
- Assists with operation/dispatch as needed. E
- Provides assistance to operators and drivers in the field whenever problems occur. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma

Experience

Two years of successful experience as a School Bus Driver.
Successful experience as a School Bus Driver Trainer desired.

Licenses and Other Requirements

DOJ and FBI fingerprint clearance
Negative TB test within the last four years
California School Bus Driver's License

Unrestricted California Special Driver Certificate for school bus operation
School Bus Driver Instructor Certificate

KNOWLEDGE AND ABILITIES

Knowledge of

- Safe and defensive driving practices.
- Proper operations of a school bus and District owned FMOT equipment.
- Applicable traffic and student transportation laws, codes, and regulations (Calif. Motor Vehicle Code and Education Code).
- State and local traffic laws and regulations.
- School district geography.
- Basic first aid procedures.
- Record keeping and report preparation techniques.
- Interpersonal skills using patience, tact, and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

Ability to.

1. Drive a school bus safely and efficiently.
2. Maintain a safe discipline level among passengers.
3. Observe and report safety hazards and need for maintenance and repairs.
4. Read and navigate from visual and written maps.
5. Observe legal and defensive driving practices.
6. Conduct safety inspections.
7. Administer first aide.
8. Maintain routine records.
9. Understand and follow oral and written directions.
10. Communicate effectively and professionally with others.
11. Meet schedules and timelines.
12. Operate a two-way radio and other communication equipment.
13. Handle situations with tact and diplomacy.
14. Work cooperatively with others.
15. Adjust to situations as necessary.
16. Maintain cooperative relationships with those contacted in the course of work.
17. Provide training for equipment operators to acquire and maintain operator certificates.
18. Provide training for bus drivers to acquire and maintain special driver certificate.
19. Schedule and conduct effective instruction programs.
20. Maintain effective communications with co-workers, supervisor, and dispatcher.
21. Instructor Certificate for First Aide, CPR and AED or ability to obtain.
22. Instructor Certificate for Forklift, Boom Lift, Scissor Lift, Excavator, Skid Steers, etc. or ability to obtain.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times.
- Direct contact with the public, students, and other District staff.
- May be exposed to heights, loud noises, fumes, dust, and other odors.
- Some assignments may require use of restraint procedures due to the nature and severity of the disabilities and/or assaultive or self abusive tendencies of pupils.
- May complete routes within tight deadlines and continuously changing priorities and interruptions.

- Work with moving vehicles and motorized wheelchair lifts and equipment.

Physical Demands

- Sitting, standing, and walking for extended periods of time.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Continuous use of hands, fingers, and wrists repetitively.
- Using both hands and legs simultaneously.
- Repeated stooping, bending, and kneeling.
- Occasional pushing, pulling, and maintaining balance.
- Reaching over head.
- Rapid mental/muscular coordination.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Accurate depth perception.
- Clarity of vision at varying distances to see small details and have color vision/distinguish shades.
- Operate mobile motorized equipment.
- Drive a vehicle to conduct work.

Hazards

- Working with tools, and powered machinery.
- Possible contact with blood borne pathogens and /or bodily fluids.

SALARY

Pay Range: 18

260 Days/Year