

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED JANUARY 2014**  
**RANGE: 40.0**  
**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;

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 October – May.

**EXAMPLES OF DUTIES**

Load and unload students safely at designated stops;

stop traffic and escort children across streets, when necessary;

transport children and teachers on field trips;

secure wheelchairs using cargo tie-down systems;

maintain bus or transportation vehicle in a clean and orderly condition, and inspect and report any and all mechanical defects or malfunctions;

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

attend scheduled safety meetings and safety programs;

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

sweep, clean, and refuel buses;

transport children with special learning needs and physical handicaps;

administer 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.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

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

CP: gs

5/25/16

G:\Seasonal School Bus Driver – KEEP.doc