



SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION
405 Old San Jose Road, Soquel, CA 95073

December 1, 2017

NOTICE OF OPEN POSITION

CLASSIFIED EMPLOYMENT OPPORTUNITY

Lead School Bus Driver

POSITION DETAILS

40 hours/week
11 months/year

SALARY

Range 30: \$18.86 – 20.78/hour
(Steps 1-3 on a 6-step salary plan)

DEADLINE

Friday, December 15th

Examples of Duties: Operates a school bus as needed, performing all tasks listed on the School Bus Driver job description; Attend meetings and in-service trainings: plan, organize and conduct Behind-the-Wheel training for potential drivers and on-going training for school bus drivers as directed; assist in classroom drivers training; monitor and report on school bus drivers' knowledge and skills. Maintain required school bus driver knowledge and skills; meet the certificate requirements of a school bus driver and school bus Delegated Behind-the-Wheel trainer as directed. Schedules bus routes for all regular and special student transportation within the district, checking locations for legality and safety; plans and maintains regular bus schedules and organizes emergency routing as needed; schedules, assigns and monitors bus drivers and arranges for substitute drivers; revises bus schedules and routes according to fluctuations in passenger load and traffic hazards, periodically and as required; maintains accurate bus records, records of schedules, keeps route sheets up to date and maintains daily drivers student and mileage reports for the J-141 report; assists bus drivers and/or substitute drivers regarding problems and check complaints regarding bus drivers; receives visitors, answers telephones, channels calls and gives out information where judgment, knowledge and interpretation of procedures and regulations are necessary; assigns field trips; attends driver training programs to maintain current knowledge of California Motor Vehicle Code and the Education Code as they apply to the operation of vehicles used in the transporting of school children; investigates any accidents and/or complaints and makes appropriate reports; looks up and checks addresses and check bus stops for legality and safety; mans a two-way radio and works with bus drivers when problems occur, including bus breakdowns and/or lost students; operates office equipment including computers; participates in available training in order to meet new technology standards; performs other duties as required.

Training and Experience: Completion of the 12th grade or equivalent; two years of experience operating a school bus; a safe driving record in accordance with the requirements of the California Vehicle Code is required; courses in public relations, language, child growth and development and/or psychology desirable; ten hours of in-service per year is required to maintain license.

Licenses and Certificates: A valid Class B-P California Operator's License and evidence of appropriate insurance is required; California Delegated Behind-the-Wheel Trainer Certificate within a 12 months of employment. California Special driver's certificate issued every four years; Medical Examiner's Certificate every two years; a valid First Aid and CPR Certificate is required. Random and periodic drug and alcohol testing is required.

APPLICATION PROCESS

The complete job description and online application for this position are available at www.edjoin.org. For more information contact the Classified Personnel Office at (831) 429-3410 extension 238 or 239.

Santa Cruz City Schools prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. Complaints alleging noncompliance with this policy should be directed to the Title IX/Nondiscrimination Coordinator: Molly Parks, Assistant Superintendent of Human Resources: 831-429-3410 ext 235; mparks@sccs.net.