

**AMADOR COUNTY OFFICE OF EDUCATION**  
**LEAD DRIVER (TRANSPORTATION)**

**DEFINITION**

Under general supervision of the Director of Transportation (Director), to assist in coordinating the safe, efficient, and on-time performance of school bus service; including directing, planning organizing and coordinating the work of the school bus drivers. Perform routing and dispatching and clerical support duties; schedule and dispatch special education bus drivers; coordinate the assignment of regularly scheduled routes, special events, and field trips. To assist in cultivating a safe working environment; and to perform bus driving duties and other job-related duties as required.

**CLASS CHARACTERISTICS**

The incumbent is Lead Driver of this class and coordinates the work of all bus drivers; performs specialized technical and clerical work in the development of routes and schedules; and in the establishment of specialized record keeping systems and maintenance of records. The incumbent works with considerable independence due to the necessity to cover frequent absences of the Director from the department administrative office. Home-to-school routes are reviewed and approved by the Director prior to implementation. Decisions which involve a departure from established policy, procedures, and practice are generally referred to the Director, but may be made by the incumbent if an urgent situation requires an immediate decision. The incumbent has a high level of communication with bus drivers and school administrative staff which requires the exercise of tact, good judgment, and an in-depth understanding of the transportation programs. Due to the size of the district, the difficulty of obtaining and retaining qualified substitute drivers, and the necessity of the District to provide reliable and timely student transportation service, incumbents in this class are required to be licensed to drive a school bus as a condition of continued employment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Depending on the assignment, duties may include but are not limited to the following:

- Communicate with drivers by radio to prevent interruption of service.
- Open/close the dispatch office each operation day.
- Drive assigned route and/or performs substitute driving as needed which may require the incumbent to work a split-shift. Except in cases of emergency (for example, in the event of an unexpected employee absence), the District will endeavor to provide incumbent with not less than 24 hours notice when he or she will be required to work a split-shift.
- Change tire chains as may be necessary to maintain traction on ice and snow covered roads.
- Prepare and maintain special and regular education routes, including minimum days and special schedules, ensuring complete and accurate records.
- Analyze routes for efficiency, recommending and implementing changes as needed.
- Review school bell times, traffic patterns, and bus stop locations to ensure and/or improve the operation and/or its efficiency.
- Prepare all basic information required in the annual bidding procedures.
- Schedules and arranges for substitute drivers.
- Provide assistance to and confer with drivers, students, parents, schools, department personnel, and others as required, ensuring a high quality working relationship exists in all communications.

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- Performs other related duties as assigned.
- Will oversee the operations of the Transportation Department in the absence of the Director.

### **QUALIFICATIONS**

Knowledge of principles and the methods of dispatching and routing personnel and defensive driving techniques, provisions of the California Highway Patrol Handbook 82.7, the California Motor Vehicle Code, Title 13 California Code of Regulations, the Education Code applicable to the safe operation of school buses, and transportation bus routes, procedures, regulations, and record keeping procedures.

Demonstrated proficiency in Microsoft Word and Excel.

Analyze situations and recommend an effective course of action. Deal with high stress situations in a calm and tactful manner. Meet physical and/or mental requirements associated with tasks outlined in this position description. Must maintain confidentiality; be reliable, on time and responsible for completion of assignments. Must demonstrate respect and support of the department and staff, work cooperatively with the department's management and provide leadership to school bus drivers. Must maintain and encourage a functional working relationship with all co-workers. Must work cooperatively with community, employees, faculty, and parents in a friendly and effective manner to maintain the best possible working relationships. Will be required to drive all district buses and meet all transportation need of students.

### **LICENSES AND CERTIFICATES**

Possession of a Class B California driver's license with an air brake and passenger endorsement without restrictions which would preclude driving on the job is a continuous requirement.

Possession of a School Bus Driver Special certificate with no restrictions which would preclude driving on the job is a continuous requirement.

Possession of a valid first aid certification.

Must maintain a driving record that assures insurability by the District's insurance carrier.

### **TRAINING AND EXPERIENCE**

Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is experience in student transportation or other vehicular dispatching and clerical work.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

This position requires the prospective employee to pass a pre-employment physical.

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**PHYSICAL REQUIREMENTS:**

1. Employee lifts/carries 65 pounds occasionally (less than 33% of the time).
2. Employee lifts/carries 15 pounds frequently (34-66% of the time).
3. Employee lifts/carries 5 pounds constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 67.2 pounds on objects.
5. Employee's position requires pulling a maximum force of 80 pounds on objects.

**MOBILITY:**

Positions in this class require the mobility to stand, stoop, reach and bend.

**VISION:**

Positions in this class require vision (which may be corrected) to read small print.

**OTHER CONDITIONS:**

Incumbents are required to put on or take off tire chains in inclement weather without effective protection from sun, cold and rain.

**SALARY LEVEL**

Range 57 of the ACOE Classified Salary Schedule.