



Job Description Van Driver

Job Type/Classification: Van Driver, AFSCME

Compensation: Van Driver column of Transportation Salary Schedule

Reports to: Department Manager or designee

Position Summary:

With limited supervision, the Van Driver transports students and staff in an efficient and safe manner to support an enriching educational environment for our students, staff, and community. The Van Driver applies best practices to perform their duties safely, on-time, with a customer service mindset, and in alignment with San José Unified standards and procedures.

Essential Duties and Responsibilities:

- Drives a van on designated routes and time schedules in a safe and timely manner
- Ensures students' safety during student loading, unloading, and travel
- Creates a safe, pleasant, and positive environment in the van
- Performs inspections and completes appropriate next steps according to established procedures, including refueling, to ensure student safety, safe vehicle operation, and van cleanliness
- Communicates concerns to supervisor in a timely manner, particularly those related to student behavior
- Responsible for accurate recordkeeping and reporting using San José Unified applications and technology
- Communicates effectively with students, families, customers and co-workers; proactively addresses needs and is responsive to requests
- Assists in accomplishing campus, department, and San José Unified goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties as assigned

Qualifications:

Education and Experience:

- Completion of 12th grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed below
- Prior relevant experience preferred

Licenses and/or Certifications:

- California Class B license preferred
- First-Aid Certificate
- Commercial Medical Certificate

Knowledge, Skills and Abilities

- Knowledge of safe operation and driving practices of school vehicles, and the laws governing their use
- Ability to perform basic math
- Accurate and timely recordkeeping, using appropriate San José Unified processes and technology
- Ability to work cooperatively and respectfully with a diversity of individuals and/or groups

- Ability to work under limited supervision following standardized practices and/or methods
- Ability to identify issues in the course of duty, create an action plan, and successfully solve problems using established law, procedure, policy, guidelines and experience

Terms of Employment:

- As outlined in the Collective Bargaining Agreement
- Van drivers are subject to pre-employment and random drug and alcohol testing
- Obtain unrestricted Special Driving Certificate to drive a Type I school bus with an automatic transmission within 6 months of hire

Physical Demands and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl, climb stairs and/or moving the feet to operate foot controls. The employee must regularly lift and move up to 20 pounds and occasionally lift and move up to 100 pounds as required by the position. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

The position may require working in an outdoor or indoor working environment, computer station work, working in seasonal heat or cold adverse weather conditions, exposure to fumes, dust, odors, oil, grease and gases and driving San José Unified vehicles of various types and sizes to conduct work. It may also require exposure to chemicals and hazardous materials, including asbestos, working around and with machinery having moving parts.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the duties performed or that may be performed by this position.

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Board Approved:



Job Description Bus Driver

Job Type/Classification: Bus Driver, AFSCME

Compensation: Bus Driver column of Transportation Salary Schedule

Reports to: Department Manager or designee

Position Summary:

With limited supervision, the Bus Driver transports students and staff in an efficient and safe manner to support an enriching educational environment for our students, staff, and community. The Bus Driver applies best practices to perform their duties safely, on-time, with a customer service mindset, and in alignment with San José Unified standards and procedures.

Essential Duties and Responsibilities:

- Drives a bus on designated routes and time schedules in a safe and timely manner
- Ensures students' safety during student loading, unloading, and travel
- Creates a safe, pleasant, and positive environment on the bus
- Performs inspections and completes appropriate next steps according to established procedures, including refueling, to ensure student safety, safe vehicle operation, and bus cleanliness
- Communicates concerns to supervisor in a timely manner, particularly those related to student behavior
- Responsible for accurate recordkeeping and reporting using San José Unified applications and technology
- Communicates effectively with students, families, customers, and co-workers; proactively addresses needs and is responsive to requests
- Assists in accomplishing campus, department, and San José Unified goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties as assigned

Qualifications:

Education and Experience:

- Completion of 12th grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed below
- Prior relevant experience preferred

Licenses and/or Certifications:

- California Class B license
- School Bus Driver's Certificate
- Commercial Medical Certificate
- First-Aid Certificate

Knowledge, Skills and Abilities

- Knowledge of safe operation and driving practices of school vehicles, and the laws governing their use
- Ability to perform basic math
- Accurate and timely recordkeeping, using appropriate San José Unified processes and technology

- Ability to work cooperatively and respectfully with a diversity of individuals and/or groups
- Ability to work under limited supervision following standardized practices and/or methods
- Ability to identify issues in the course of duty, create an action plan, and successfully solve problems using established law, procedure, policy, guidelines and experience

Terms of Employment:

- As outlined in the Collective Bargaining Agreement

Physical Demands and Working Conditions:

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Board Approved:



Job Description Scheduler/Dispatcher

Job Type/Classification: Scheduler/Dispatcher, AFSCME

Compensation: Scheduler/Dispatcher column of Transportation Salary Schedule

Reports to: Department Manager or designee

Position Summary:

The Scheduler/Dispatcher schedules and coordinates efficient and effective transportation for San José Unified.

Essential Duties and Responsibilities:

- Develops and maintains efficient transportation routes to ensure safe and on-time service
- Regularly analyzes routes, making appropriate updates, to maintain high levels of efficiency and service
- Ensures families, students, schools, drivers, and other stakeholders receive accurate and timely information, particularly when schedule or route changes occur
- Resolves conflicts and complaints with a customer service mindset and according to San José Unified policies and procedures
- Coordinates transportation for field trips and other San José Unified events or needs
- Responsible for accurate recordkeeping and reporting using San José Unified applications and technology
- Communicates and collaborates effectively with students, families, customers, and co-workers; proactively addresses needs and is responsive to requests
- Drives as a relief or substitute driver as required
- Assists in accomplishing campus, department, and San José Unified goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties as assigned

Qualifications:

Education and Experience:

- Completion of 12th grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed below
- Two years of experience in pupil transportation preferred

Licenses and/or Certifications:

- California Class B license
- School Bus Driver's Certificate
- Commercial Medical Certificate
- First-Aid Certificate

Knowledge, Skills and Abilities

- Strong organization and time management skills, as well as attention to detail
- Knowledge of effective transportation routing and scheduling, including technology applications, laws and regulations governing transportation of pupils in the State of California, materials, equipment, and standard practices of transporting students

- Ability to effectively dispatch and route buses
- Ability to analyze situations and apply sound judgment to recommend an effective course of action
- Ability to deal with high stress situations, under continuous interruption, in a calm and tactful manner
- Ability to effectively communicate and work collaboratively with a diverse set of stakeholders
- Ability to work under limited supervision following standardized practices and/or methods
- Ability to identify issues in the course of duty, create an action plan and successfully solve problems using established law, procedure, policy, guidelines, and experience
- Ability to perform basic math

Terms of Employment:

- As outlined in the Collective Bargaining Agreement

Physical Demands and Working Conditions:

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Board Approved:



Job Description School Bus Driver Instructor

Job Type/Classification: School Bus Driver Instructor AFSCME

Compensation: Instructor column of Transportation Salary Schedule

Reports to: Department Manager or designee

Position Summary:

With limited supervision, the School Bus Driver Instructor develops and implements a bus driver training program in accordance with applicable laws and regulations to ensure all San José Unified drivers are properly trained and certified to safely transport students.

Essential Duties and Responsibilities:

- Provides coaching and resources to prepare bus driver candidates to successfully pass the California Highway Patrol exam to earn a School Bus Driver Certificate
- Assesses and instructs drivers in safe, efficient, and appropriate methods of operating and maintaining vehicles
- Provides behind-the-wheel, classroom, and other trainings
- Responsible for accurate recordkeeping and reporting using San José Unified applications and technology, and in alignment with applicable laws and regulations
- Develops and helps maintain a school vehicle safety and accident prevention program
- Provides support to drivers, including assistance with driving skills, student management, and other needs
- Communicates effectively with internal and external stakeholders; proactively addresses needs and is responsive to requests
- Drives as a relief or substitute driver as required
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties as assigned

Qualifications:

Education and Experience:

- Completion of 12th grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed below
- Three years of experience as a school bus instructor preferred

Licenses and/or Certifications:

- California Class B license
- School Bus Driver's Certificate
- Commercial Medical Certificate
- First-Aid Certificate
- Type I California School Bus Driver Instructor Certificate

Knowledge, Skills and Abilities

- Knowledge of driving fundamentals and vehicle components

- Knowledge of appropriate sections of the California Vehicle Code, Federal and California Codes, Education Code, and California Department of Education training guidelines
- Knowledge of best practices for transporting special needs students
- Strong organization skills and the ability to effectively prioritize, manage timelines, and meet time-related goals
- Ability to communicate effectively, with tact, patience, and courtesy, and maintain positive professional relationships with others
- Ability to train and coach others, and serve as a positive role model
- Ability to work under limited supervision following standardized practices and/or methods
- Ability to identify issues in the course of duty, create an action plan and successfully solve problems using established law, procedure, policy, guidelines and experience

Terms of Employment:

- As outlined in the Collective Bargaining Agreement

Physical Demands and Working Conditions:

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Board Approved:



Job Description **Lead Scheduler/Dispatcher**

Job Type/Classification: Lead Scheduler/Dispatcher, AFSCME

Compensation: Lead Scheduler/Dispatcher column of Transportation Salary Schedule

Reports to: Department Manager or designee

Position Summary:

With limited supervision, the Lead Scheduler/Dispatcher develops, implements, and coordinates the scheduling and dispatch work of San José Unified, as well as performs the Scheduler/Dispatcher duties.

Essential Duties and Responsibilities:

- Develops and maintains efficient transportation routes to ensure safe and on-time service
- Proactively identifies, plans, and implements changes to improve operations and maintain high levels of efficiency and service
- Guides and coordinates work of self and others to ensure work is completed safely, accurately, efficiently, and on time
- Ensures families, students, schools, drivers, and other stakeholders receive accurate and timely information, particularly when schedule or route changes occur
- Resolves conflicts and complaints with a customer service mindset and according to San José Unified policies and procedures
- Coordinates transportation for field trips and other San José Unified events or needs
- Collaborates to develop policies, procedures, documentation, and trainings for transportation staff
- Assists and trains others, as needed
- Responsible for accurate recordkeeping and reporting using San José Unified applications and technology
- Communicates and collaborates effectively with students, families, customers, and co-workers; proactively addresses needs and is responsive to requests
- Drives as a relief or substitute driver as needed
- Assists in accomplishing campus, department, and San José Unified goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties as assigned

Qualifications:

Education and Experience:

- Completion of 12th grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed below
- Minimum five years of experience in school pupil transportation preferred
- Minimum two years of experience as a school bus dispatcher, with experience in routing for both home-to-school and special education students preferred

Licenses and/or Certifications:

- California Class B license
- School Bus Driver's Certificate
- Commercial Medical Certificate
- First-Aid Certificate

Knowledge, Skills and Abilities

- Strong organization skills and the ability to effectively prioritize, manage timelines, and meet time-related goals
- Knowledge of effective transportation routing and scheduling, including technology applications, laws and regulations governing transportation of pupils in the State of California, materials, equipment, and standard practices of transporting students
- Ability to effectively dispatch and route buses
- Ability to analyze situations and apply sound judgment to recommend an effective course of action
- Ability to deal with high stress situations, under continuous interruption, in a calm and tactful manner
- Ability to effectively communicate and work collaboratively with a diverse set of stakeholders
- Ability to train and coach others, and serve as a positive role model
- Ability to work under limited supervision following standardized practices and/or methods
- Ability to identify issues in the course of duty, create an action plan and successfully solve problems using established law, procedure, policy, guidelines, and experience
- Ability to perform basic math

Terms of Employment:

- As outlined in the Collective Bargaining Agreement

Physical Demands and Working Conditions:

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Board Approved:



Job Description **Lead School Bus Driver Instructor**

Job Type/Classification: Lead School Bus Driver Instructor AFSCME

Compensation: Lead Instructor column of Transportation Salary Schedule

Reports to: Department Manager or designee

Position Summary:

The Lead School Bus Driver Instructor develops and implements a bus driver training program in accordance with applicable laws and regulations to ensure all San José Unified drivers are properly trained and certified to safely transport students. The Lead Instructor trains, guides, and supports the work of others.

Essential Duties and Responsibilities:

- Coordinates, guides, and manages the work of School Bus Driver Instructors, School Bus Drivers, Van Drivers and other staff
- Builds and maintains collaborative relationships with the California Highway Patrol (CHP), California Department of Education (CDE), and other external stakeholders as appropriate
- Provides coaching and resources to prepare bus driver candidates to successfully pass the California Highway Patrol exam to earn a School Bus Driver Certificate
- Assesses and instructs drivers in safe, efficient, and appropriate methods of operating and maintaining vehicles
- Provides behind-the-wheel, classroom, and other trainings
- Responsible for accurate recordkeeping and reporting using San José Unified applications and technology, and in alignment with applicable laws and regulations
- Develops and maintains a school vehicle safety and accident prevention program
- Provides support to drivers, including assistance with driving skills, student management, and other needs
- Communicates effectively with internal and external stakeholders; proactively addresses needs and is responsive to requests
- Drives as a relief or substitute driver as required
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties as assigned

Qualifications:

Education and Experience:

- Completion of 12th grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed below
- Three years of experience as a school bus instructor preferred

Licenses and/or Certifications:

- California Class B license
- School Bus Driver's Certificate
- Commercial Medical Certificate
- First-Aid Certificate
- Type I California School Bus Driver Instructor Certificate

Knowledge, Skills and Abilities

- Knowledge of driving fundamentals and vehicle components
- Knowledge of appropriate sections of the California Vehicle Code, Federal and California Codes, Education Code, and California Department of Education training guidelines
- Knowledge of best practices for transporting special needs students
- Strong organization skills and the ability to effectively prioritize, manage timelines, and meet time-related goals
- Ability to communicate effectively, with tact, patience, and courtesy, and maintain positive professional relationships with others
- Ability to train and coach others, and serve as a positive role model
- Ability to work under limited supervision following standardized practices and/or methods
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Terms of Employment:

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