



1602 BUS DRIVER—SPECIAL EDUCATION ROUTE

Classification Summary

Drives District busses to safely transport Special Education students between homes and schools, or as assigned.

Distinguishing Characteristics

Distinguished from Bus Driver—Regular Route by the requirement to drive busses for smaller passenger loads, supervise the behavior of Special Education students requiring individualized attention and/or specialized physical care, and deliver students directly to their homes or the location of their guardian.

Supervisory Relationships

Reports to the Assistant Transportation Manager.

Examples of Duties

1. Drive special education route school busses as prescribed by assigned route, time schedule and specified bus stops. Determine whether to wait for student's guardian when not at arranged meeting place/time, affecting the timing of subsequent stops, or to make another attempt at a later time to deliver the student.
2. May operate wheelchair lift, tie-down, and seat belts to load and unload students.
3. Coordinate with assigned Bus Assistants to initiate and administer discipline and reward systems to control student passenger behavior. Assign seating and train students in safe riding practices, street crossing, and emergency evacuation procedures.
4. Perform pre-trip inspection of bus brakes, tires, emergency exits, lights, instruments, emergency equipment, and general operability; maintain interior cleanliness of bus.
5. Complete required reports of odometer readings, bus malfunctions, student conduct, and trips.
6. Attend and participate in required classroom training programs, departmental meetings and planning sessions.
7. Drive busses for special excursions as assigned.
8. Communicate problems to District supervisory, routing and maintenance personnel or school administrators as necessary. Operate two-way radio.
9. May be required to drive regular routes as scheduling and/or relief driving requirements dictate.
10. Maintains regular and prompt attendance.
10. Performs other related duties as assigned.

Senior Driving Assignments

Drive busses for field trips, athletic events, and other out-of-town special excursions as assigned.

Required Knowledge, Skills and Abilities

1. Thorough knowledge of the operation and capabilities of District busses and bus equipment.
2. Ability to drive safely under pressure of time constraints, student misbehavior, hazardous road conditions, and traffic demands. Punctuality and ability to pace activity to meet prescribed schedules.
3. Knowledge of behavioral management techniques applicable to special education students who may have severe animosity or physical disability and who require individual attention.
4. Ability to represent the District's objectives of courtesy and responsibility to the public.
5. Ability to remain available for evening or weekend meetings driving assignments.

Senior Driving Assignments

Demonstrated ability to drive all District busses safely in a variety of conditions, including snow and mountain terrain, coupled with demonstration of appropriate judgment in out-of-town situations.

Minimum Qualifications for Class Entry

1. Possession of a valid State of Oregon Bus Driver's license.
2. Successful completion of Core classes, training in first aid, a physical examination, and faultless driving record.

Senior Driving Assignments

1. Three years' experience as a Bus Driver.
2. Successful completion of advanced classroom and in-vehicle training and driving tests.

Work Environment

Incumbents work split shifts. Senior driving assignments may require driving evenings, outside District boundaries or during snowstorms or other hazardous road conditions. Incumbents may be exposed to risk of accident, exhaust fumes, and noise of passengers or bus equipment.