

## Duty Statement

### **Transportation Personnel**

1. Communicates bus routing and schedule changes for students receiving Medi-Cal covered services, to dispatchers, drivers, school staff, parents or others as appropriate. (Code 10)
2. Attends meetings on MAA Program. Completes quarterly time survey form. (Code 15)
3. Contacts and assigns drivers for substitute and extra trip driving. (Code 1)
4. Provides direction and instruction to drivers to accommodate a variety of emergency situations such as; bus break downs, accidents, student problems, etc. (Code 1)
5. Communicates on a two-way radio system. (Code 1)
6. When needed, drives a school bus. (Code 1)
7. Maintains a variety of records and forms through use of computerized software programs. (Code 1)
8. Assists with planning and scheduling of bus routes, including for students receiving Medi-Cal covered health services. (Codes 9, 10)
9. Provides comprehensive verbal, written, and map directions to locations anywhere within the state, which may include to Medi-Cal providers or services. (Codes 1, 9, 10)
10. Works with shop personnel to assign spare buses or coordinate maintenance. (Code 1)
11. Evaluates the work performance of school bus drivers and transportation aides. Coordinates and documents driver evaluations. (Code 16)
12. Reviews traffic factors and potential road hazards. Responds to vehicle accidents for evaluation and assistance. (Code 1)
13. Communicates bus routing and schedule changes for students receiving Medi-Cal covered services to dispatchers, drivers, school staff, parents or others as appropriate. (Code 10)
14. Confers, counsels, and advises transportation, school, Medi-Cal or administrative personnel concerning the behavior or health issues of students riding the bus. (Code 8)
15. Operates a computer to develop and maintain school bus routes for students. (Code 1)
16. Analyzes all aspects of the transportation system including bus routes, bus stop locations, school starting and dismissal times, traffic patterns and vehicle capacity to recommend changes which improve the efficiency of the transportation system. (Code 1)

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17. Works with city and county officials for the purpose of planning, creating, and updating maps. (Code 1)
18. Accurately maintains records and reports necessary for an effective transportation system. (Code 1)
19. Analyzes school and district boundaries, recommending changes to existing boundaries and placement of new school sites based on population changes, busing issues, bell times or other changing demographics as appropriate. (Code 1)
20. Paid time off including paid lunches, breaks, jury duty, sick leave, bereavement or vacation leave. (Code 16)
21. Coordinates, participates in or presents trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
22. Reviews school policies, procedures, or rules. (Code 16)
23. Completes personal mileage and expense claims. (Code 16)
24. Attends or facilitates school or unit staff meetings, civic, safety, board or other meetings, or required in-service trainings and events (not related to curriculum, instruction or students). (Code 16)