



IRVINE UNIFIED SCHOOL DISTRICT

OFFICE ASSISTANT/BUS DRIVER

DEFINITION:

Under the supervision of the Administrator-Transportation, performs a variety of general clerical duties in support of an assigned office; drives a school bus along a designated route as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs a variety of general clerical duties in support of an assigned office including typing, filing, duplicating and distributing materials related to assigned duties.
- Drives a school bus along a designated route and provides route coverage as needed; picks up and discharges students in accordance with established time schedules; observes legal and defensive driving practices; assures compliance with applicable traffic and student transportation laws, codes and regulations.
- Provides invoices for schools and outside vendors according to established procedures; prepares purchase orders as assigned.
- Serves as receptionist, answers telephone calls and directs calls to appropriate personnel; takes and relays messages as appropriate.
- Inputs data into an assigned computer system; maintains automated records and reports related to assigned activities; generates computerized lists and reports related to assigned activities as requested.
- Maintains order and discipline among passengers on the bus and while waiting at bus stops in accordance with policies related to disciplining students.
- Determines appropriate action in emergency situations according to established guidelines; administers first aid to passengers as needed.
- Maintains buses in a clean and safe operating condition as assigned.
- Operates a variety of office equipment including a computer and assigned software, copier, calculator and fax machine; drives a bus to conduct work as needed; utilizes two-way radios for bus to bus and bus to base communications.
- Communicates with personnel, parents and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Assists with routing duties as assigned and assists with making route changes as assigned by the position.

QUALIFICATIONS GUIDE

Knowledge of:

- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Basic record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Arithmetic calculations.
- Safe and defensive driving practices.
- Proper operations of school buses.
- Applicable traffic and student transportation laws, codes and regulations.
- Basic first aid procedures.

Ability to:

- Perform a variety of general clerical duties in support of an assigned office or program.

- Answer telephones and greet the public courteously.
- Learn department or program objectives, policies, procedures and goals.
- Operate a variety of office equipment including a computer and assigned software.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Perform arithmetic calculations quickly and accurately.
- Drive a school bus safely and efficiently.
- Learn and apply policies and procedures related to student discipline on buses.
- Maintain a safe discipline level among passengers.
- Observe legal and defensive driving practices.
- Learn and follow designated routes.
- Administer first aid.
- Operate a two-way radio.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid California's driver's license with appropriate school bus endorsement.
- Valid California School Bus driver's certificate.
- Valid First Aid and CPR Certificate issued by an authorized agency.
- Valid medical certificate approved by the Department of Motor Vehicles or Federal Highway Administration of the Department of Transportation and the ability to qualify for District insurance coverage.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Lifting, carrying, pushing or pulling objects up to 50 pounds.
- Reaching overhead and above shoulders to retrieve supplies.

WORK ENVIRONMENT:

Indoor and office environment. School bus and outdoor environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease and gases. Driving a vehicle to conduct work. Constant interruptions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Traffic hazards.

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