

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT San Diego Area		DIVISION Border Division		
CIVIL SERVICE CLASSIFICATION TITLE School Pupil Transportation Safety Coordinator		BARGAINING UNIT R07	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-645-8679-001		CURRENT DATE 06/17/2026		
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
		APPROVED BY		DATE

FUNCTION OF POSITION
Under the direction of the Administrative Sergeant, the School Pupil Transportation Safety Coordinator is responsible for interviewing, fingerprinting and processing applicants for all school bus classes. The SPTSC will conduct both written and driving tests, issue temporary certification for original and renewal drivers in each of the following categories: School Bus, School Pupil Activity Bus (SPAB), Youth Bus, Farm Labor Vehicles, General Passenger Paratransit Vehicle (GPPV) and Vehicles for Developmentally Disabled Persons (VDDP). The SPTSC will also collect fees, issue receipts, process all paperwork, review accident reports involving regulated drivers, and coordinate activities with other CHP Areas and Allied Agencies to provide proper driver monitoring for the San Diego Area.

SUPERVISION RECEIVED
The School Pupil Transportation Safety Coordinator reports directly to and receives the majority of their assignments from the Administrative Sergeant. However, direction and assignments may also come from the Lieutenant and/or Captain.

SUPERVISION EXERCISED
The School Pupil Transportation Safety Coordinator provides general supervision, direction, etc. to number of positions in class class titles of employee(s) supervised.

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS
Exceptional interpersonal skills, self-starter, ability to work with little or no supervision, attention to detail, excellent organization skills, and excellent attendance, punctuality and dependability.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
30%	Conducts written and driving examinations for School Pupil Activity Bus (SPAB), School Bus, Youth Bus, General Public Para-transit Vehicle (GPPV), and Farm Labor. SPAB, GPPV, and youth bus applicants on rules and regulations, first aid and behind the wheel examinations, and issuance of temporary school bus certificates. Maintains current files and records of all certified drivers' applications, certificates, and training records.
20%	Conducts oral discussions and expectations of Vehicle Code, Title 13, and Title 5 California Code of Regulation (CCR) for school district and private school transportation personnel.
15%	Conducts renewal examination of school bus and SPAB, farm labor, GPPV, and youth bus drivers.
10%	Inspects training records of all drivers in the Area for compliance with training requirements of Title 13 CCR. Notifies Department of Motor Vehicles (DMV) of certification; administrative action when compliance is not met.
10%	Ascertain validity of routine complaints involving school bus, SPAB, farm labor, youth bus and GPPV vehicle drivers, schools, school bus contractors and other motorists and persons. Forwards those complaints that appear to be valid to the supervisor for action by a unified officer.
10%	Reviews school bus accident reports to ascertain if the investigating officer found the school bus driver caused or contributed to the cause of the accident. Makes appropriate recommendations to the DMV when certificate action is deemed appropriate. Maintains a current log of all school bus collisions with the Area. Process and maintain all CHP 295D,

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Applicant Discrepancy Identifier and DL-45, California Special Driver Certificate .

Non-Essential Functions

5%

Performs other duties within the scope of the classification, as assigned.

TOTAL 100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME

EMPLOYEE'S SIGNATURE

DATE

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME

SUPERVISOR'S SIGNATURE

DATE