STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Santa Ana Area	Border			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
School Pupil Transportation Safety Coordinator	R07	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-675-8679-002	08/19/2025			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY	DATE
☐ YES ☑ NO	☐ YES ☑ NO		

FUNCTION OF POSITION

Under the direction of the Administrative Sergeant, the School Pupil Transportation Safety Coordinator is responsible for the majority of licensing, and evaluating school bus, school pupil activity bus, and youth bus applicants and drivers from approximately 12 unified school districts, three union high school districts, and 13 elementary school districts for the Border Division, Santa Ana Area office.

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

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
45%	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. Checks carrier records annually.
25%	Ensures applicants properly completes the application portion of the DL 45, California Special Driver Certificate, and collects fees. Reviews all paperwork for accuracy. Completes CHP 295, Special Certificate Application, form upon successful completion of drive tests, document restrictions, copies and mails all documents to Department of Motor Vehicles (DMV) in Sacramento. Completes CHP 295D, Applicant Discrepancy Identifier, forms for any missing paperwork. Administers appropriate rules and regulations tests and, if required, first aid examinations. Corrects all test, allows applicants to review test materials, and documents results on the CHP 295. Creates all certificates and submits pink portion of DL 45 with fees to clerical. Records all DL 45 forms by number for tracking and auditing purposes.
20%	Reviews all traffic collisions involving drivers with Special Drivers' certificates. Generates letters for action to be taken if the Special Driver is at fault. Sends copies to appropriate agencies and logs entries into collision record. Handles all suspensions, revocations, and actions involving Special Driver Certificates. Notifies employers of action. Retrieves certificates when applicable. Collaborate with DMV for certification issues and Driver Safety Reviews. Schedules appointments with applicants and provides information to the public.
5%	Attends school pupil related meetings. Attends workshops and driver training institutions. Answers phone calls from concerned citizens, applicants, interested parties, and carriers requiring assistance and information. Returns calls, makes appointments, calls DMV.
	Non-Essential Functions

5%	Performs other job-related 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