

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Redwood City (330)		DIVISION Golden Gate Division			
CIVIL SERVICE CLASSIFICATION TITLE School Pupil Transportation Safety Coordinator		BARGAINING UNIT R07	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-330-8679-XXX		CURRENT DATE 09/14/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO		CONFIDENTIAL DESIGNATION ☐ YES ☒ NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY			DATE

FUNCTION OF POSITION

Under the direction of the Lieutenant, the School Pupil Transportation Safety Coordinator is responsible for ensuring school pupil transportation safety throughout the assigned area. Oversees the testing process for school bus applications - conducts the written and driving tests, fingerprinting, issues and maintains the Area's records on special certificates for the Redwood City Area's command jurisdiction.

SUPERVISION RECEIVED

The School Pupil Transportation Safety Coordinator reports directly to and receives the majority of their assignments from the Lieutenant. However, direction and assignments may also come from the Office Services Supervisor I, Sergeants, or Commander.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

The employee will work both indoors and outdoors. While indoors, the temperature and humidity are reasonably controlled, however, while outdoors, the employee is exposed to climactic conditions.

SPECIAL PERSONAL CHARACTERISTICS

Honesty, integrity, leadership, decisiveness, courage, loyalty, fairness, courtesy, tact, maturity, tolerance, patience, dependability, adaptability, responsibility, accountability, positive attitude, emotional control, motivation, professional demeanor, dedication to public safety and service, and personal appearance commensurate with departmental policy.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

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| 40% | Interview and fingerprint all original applications for special certificate and determine applicant eligibility. Assemble and complete the special certificate application and submit to the Special Certificate Section of the Department of Motor Vehicles. Maintain Area records, school bus accident report log, and statistics. Issue temporary special driver certificates to applicants who have successfully completed the testing process. |
| 25% | Conduct written and driving examinations for School Pupil Activity Bus, School Bus, Youth Bus, General Public Paratransit vehicles, and farm labor transportation drivers. |
| 15% | Work with uniformed personnel to conduct investigations on observed violations and complaints. Reviews all school bus related traffic crashes and makes recommendations to the Department of Motor Vehicles regarding special certificate actions. |
| 10% | Advises and assists school bus driver supervisors and instructors in a continuing driver training program. Disseminates current information concerning laws and regulations pertaining tot school bus riving and safety. |
| 5% | Inspects new and reviews yearly applicable school bus stops pursuant to California Vehicle Code Section 22504(c). Disseminates current information concerning laws and regulation pertaining to school bus driving safety. |

Non-Essential Functions

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| 5% | Other job-related duties, within the scope of the classification, as assigned. |
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DUTY STATEMENT

School Pupil Transportation Safety Coordinator

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388-330-8679-XXX

TOTAL	100%	
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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