



# STEVENSON

**Job Title:** Bus Driver  
**Department:** Transportation  
**Reports to:** Mike Ziebell, Director of Transportation  
**Job Status:** Full-time, non-exempt  
**Work Schedule:** Flexible hours Monday through Friday and some weekends

## POSITION SUMMARY

Stevenson School is a coeducational boarding and day school. The 500-student upper division campus, comprised of grades 9-12 and located in Pebble Beach, is currently seeking a full-time bus driver. This position consists of bus driving responsibilities, which include transporting students to and from school and other sites within designated route(s) and ensuring the safety of all passengers while in a school vehicle.

## ESSENTIAL FUNCTIONS

- Drive a school transportation vehicle within a prescribed route(s) in accordance with time schedules; pickup up and discharging students at designated stops.
- Transport students and teachers on field trips to various locations; planning necessary route(s) and stops as needed.
- Maintain order and proper discipline of student passengers according to School policy.
- Conduct daily safety and operational inspection of assigned vehicle.
- Service buses with gas, diesel fuel, and oil; check and when necessary fill tires and batteries.
- Perform periodical safety drills as required by law; completing necessary reports upon request.
- Maintain cleanliness of vehicle to ensure safe operating condition.
- Complete periodic mileage and other reports including passenger counts.
- Attend various meetings regarding safety, first aid and training updates as required.
- Attend driver-training programs to maintain current knowledge of California Motor Vehicle Code and the Education Code as it applies to the operation of vehicles in the transportation of schoolchildren.
- Operate a two-way radio.
- Washes bus as needed.
- Performs related duties as required.

## POSITION QUALIFICATIONS

- Knowledge of the provisions of the California Motor Vehicle Code and the Education Code as applied to the operation of vehicles used in the transport of school children.
- Knowledge of basic first aid practices, procedures, and techniques.
- Knowledge of safe driving practices.

- Ability to read and write at a level necessary to successfully perform the required duties.
- Ability to understand and carry out both oral and written instructions in an independent manner.
- Ability to establish and maintain proper student conduct on school vehicle
- Ability to drive a school bus safely and efficiently
- Ability to exercise good judgement and extreme caution while driving
- Ability to maintain valid certification as school bus driver according to state regulations
- Ability to meet the physical requirements necessary to safely and effectively perform required duties.

## SKILLS AND ABILITIES

**Education and Experience:** High school diploma or GED; at least 6 months of experience directly related to the duties and responsibilities specified.

**Certificates & Licenses:** Possession of a valid California Commercial Driver's License (CDL) with a Passenger Endorsement in a requirement for this job. As a CDL driver, the employee will be required to comply with all provision of DOT Regulation 49 CFR Parts 40 and 382, including random drug and alcohol testing. and appropriate California Driver's License. Possession of a California School Bus Driver's Certificate

### Other Requirements:

- Must successfully complete a criminal background screening and criminal record clearance

## PHYSICAL DEMANDS

<b>Physical Demands</b>	<i>Select from list below for each</i>	<b>Lift/Carry</b>	
Stand	C	10 lbs or less	C
Walk	C	11-20 lbs	F
Sit	C	21-50 lbs	O
Handling / Fingering	C	51-100 lbs	O
Reach Outward	C	Over 100 lbs	O
Reach Above Shoulder	C	<b>Push/Pull</b>	
Climb	C	12 lbs or less	C
Crawl	O	13-25 lbs	F
Squat or Kneel	C	26-40 lbs	O
Bend	C	41-100 lbs	O

*For physical demand, select one of the following descriptors.*

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

## Additional Information

- The essential functions and skills have been included but should not be considered as an exhaustive list of all functions, responsibilities, skills, duties, etc. Additional responsibilities and requirements may be assigned as deemed appropriate.
- The ideal candidate would possess as many of the attributes and have as much of the desired experience as listed.

- The School is a tobacco free environment and an equal opportunity employer.
- Stevenson is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law.