

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Bus Driver

**DEPARTMENT/DIVISION:** Transportation

### **POSITION SUMMARY:**

The Bus Driver, under general supervision of the Director of Maintenance, Operations, and Transportation and/or Department Administration, will operate a school bus over designated routes to transport students.

### **ESSENTIAL FUNCTIONS:**

1. Drives a bus over designated routes in accordance with time schedules.
2. Picks up, transports, and discharges school children; visually verify passengers are properly secured using appropriate safety equipment.
3. Escorts children across streets, stopping traffic when necessary.
4. Transports students and teachers on field trips to various locations, sometimes choosing the best route and making departure and arrival times as scheduled.
5. Fills buses with fuel.
6. Performs a complete daily safety check.
7. Assists in maintaining bus in safe operating condition and advises on repairs needed.
8. Cleans windshields, headlights and may occasionally wash buses, operate mobile radio equipment on buses.
9. Maintains good order among students on buses following District policies regarding the disciplining of children.
10. Drives other equipment such as cars and vans.
11. Assists Director in contacts with principals and/or parents regarding disciplinary problems.
12. Maintains a variety of records as required, including the daily bus report.
13. Updates route sheets to include accurate directions and other pertinent instructions.
14. When necessary to fulfill contracted hourly assignment, drivers may be directed to dispatch (operate two-way radio and phones), when necessary operate computer system, assist with related clerical paperwork, greet and screen visitors, distribute keys and related materials, wash district vehicles.
15. Maintains regular and prompt attendance in the workplace.
16. Performs other related duties as required.

### **EDUCATION AND EXPERIENCE:**

The ability to carry out oral and written directions, read and write at a level sufficient to fulfill the duties to be performed for the position described. Must complete and pass a 40 hour school bus training course; pass the commercial driver's license test, which includes knowledge of passenger management and brakes. Have two years driving experience, preferably to include bus or truck operation. Ability to meet the requirements of the State Department of Motor Vehicles and Highway Patrol, possess a valid Class B Commercial License, California School Bus Driver's License and be insurable.

## **SKILLS AND QUALIFICATIONS:**

1. Safe, defensive and efficient driving practices and techniques.
2. Knowledge of all laws, rules and regulations pertaining to the transportation of students including provisions of the California Motor Vehicle Highway Patrol Passenger Transportation Safety Handbook (HPH 82.7) and all revisions thereof.
3. Knowledge of Education Code applicable to the operation of vehicles transporting school students; methods, practices and procedures used in required first aid and emergency conditions.
4. Knowledge of the geography of the District.
5. Ability to read and develop a variety of routes, schedules and maps.
6. Demonstrates effective methods of student supervision and discipline.
7. Must pass physical examination and drug test.
8. Follow proper procedures when handling blood and body fluids as per Blood Borne Pathogens policy.
9. Ability to develop and maintain cooperative working relations with those contacted in the course of work.
10. Ability to plan for, carryout and complete extra-curricular trips including athletic trips.

## **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for long periods of time.
2. Stand and walk for short periods of time.
3. Bend, squat, stoop and/or climb for short periods of time.
4. Reach above shoulder level, push/pull for short periods of time.
5. Lift and/or support up to 50 pounds for short periods of time.
6. Right and left foot movements such as operating foot controls for extended periods of time.

## **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outside under various temperatures. Employees will also be required to work on uneven ground. Drivers will be exposed to dust, fumes, gases and smoke. Must wear closed toe shoes and meet uniform requirement. As required, must wear protective devices such as gloves and dust mask. Employees will be exposed to vibrations.

**SALARY:** Range 38

**ADOPTED:** HS Board 10/24/78

Elem Board 10/24/78

**REVISED:** HS Board 6/26/86

Elem Board 7/15/86

TUSD 12/14/99

TUSD 10/22/02

TUSD 9/10/19