

HANFORD ELEMENTARY SCHOOL DISTRICT
Job Description

BUS DRIVER

DEFINITION

Under the direction of the Program Manager for Facilities and Operations drives a school bus over designed routes for the purpose of transporting students to and from school and on special trips.

SUPERVISION RECEIVED AND EXERCISED

The Bus Driver is under the direct supervision of the Program Manager for Facilities and Operations and does not supervise any other positions. The Bus Driver is responsible for timely and safe transport of District school children to and from school and on special trips.

ESSENTIAL FUNCTIONS

Drives a school bus daily over designated routes in accordance with time schedules, picking up, and discharging students.

Transport students and teachers on field trips to various locations making departure and arrival times as scheduled.

Inspect bus prior to operation for safety purposes promptly reporting all defects.

Clean windshields and headlights; clean interior and exterior of buses including picking up debris, sweeping floor and wiping upholstery; service bus with fuel and oil.

Maintain appropriate behavior among students on bus and while the bus is parked at bus stops; follows District policies regarding student control and contact with parents and the public.

Report problems or equipment malfunctions; report incidents which affect the safety of students.

Perform first aid or emergency assistance; maintain records of all trips; file accident reports.

Maintain required records and reports.

Escort students across streets and roadways when necessary, stopping traffic as needed.

OTHER DUTIES

Perform related duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Safe driving practices.

State laws, rules and regulations, and Education Code sections pertaining to school bus operations and pupil transportation.

Provisions of California Motor Vehicle code and Title 13 applicable to the operation of vehicles in the transportation of school children.

District transportation policies and requirements.

First aid practices.

Ability to:

Drive a school bus in a courteous, safe, and efficient manner.

Maintain order among students while driving a school bus and at bus stops.

Recognize malfunctions in equipment and take appropriate action.

Maintain assigned vehicle in clean and safe operating condition.

Administer first aid to ill or injured students.

Learn designated bus routes, including stops, and traffic hazards.

Maintain simple records.

Work independently without supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

NECESSARY EMPLOYMENT STANDARDS (CONT.)

Education and Experience: Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Completion of the twelfth grade or its equivalent.

Experience: One year experience as a bus driver or completion of a school bus driving program.

Licenses and Certificates: California Commercial Driver License, Class A or B with a (P) Passenger Endorsement. California Special Driver Certificate (School Bus). Current Medical Examiner's Certificate. Current first aid certification.

WORKING CONDITIONS

Environment: Indoor and outdoor environment; subject to driving a school bus to conduct work.

Physical Abilities: Climbing in and out of buses, sitting for extending periods of time, bending at the waist, and dexterity of hands and fingers to operate a school bus.

Hazards: Exposure to cleaning chemicals, diesel fumes, and driving in adverse weather conditions.

Approved: 08/07/91
Revised: 10/28/92
Reviewed: 10/16/98