



GRACE BRETHERN SCHOOLS

JOB DESCRIPTION: BUS DRIVER

INFORMATION

Job Title:	Bus Driver	Wkly. Hrs./Weeks:	20/52
		Pay Grade:	
Department:	HS	Classification	
Reports To:	Plant Operations Supervisor	Effective Date:	

SUMMARY

Services all Grace Brethren Schools campuses for student transportation to and from special trips and athletic events within designated route(s) and to ensure the safety of the student passengers while in a school vehicle for the purpose of promoting the mission and purpose of GBS.

ESSENTIAL FUNCTIONS

- Drives a school bus over designated and special routes in compliance with time schedules, picking up and discharging students; and drives for special events.
- Inspects bus prior to operation for safety purposes. Cleans windshields and headlights. Cleans the interior and exterior of buses as needed, including, but not limited to, picking up debris, sweeping and mopping floor, and wiping and cleaning upholstery.
- Services bus with fuel and oil. Performs routine checks of belts, braking, turning signals, lighting. Inspects hydraulic lifts. Reports problems or equipment malfunctions.
- Maintains appropriate behavior among students on buses and while the bus is parked at bus stops. Follows policies regarding the student control and contact with parents and the public. Escorts students across streets when necessary.
- Reports incidents affecting the safety of students. Maintains records of all trips. Files accident reports. Completes accurate records as required by State and federal laws and policies.
- Performs first aid or emergency assistance.
- May transport students and chaperons on field trips to various locations making departure and arrival time as scheduled.
- May remove graffiti and other material from bus interiors.
- Performs other duties as assigned that support the overall objective of the position.

COMPETENCIES

- Requires complete working knowledge and understanding of safe bus driving practices sufficient to recognize problems and take appropriate action.
- Working knowledge of the operations of school buses.
- Working knowledge and understanding of State laws, rules and regulations and Education Code sections pertaining to school bus operations and pupil transportation, including those for students requiring accommodations.
- Knowledge of routine equipment servicing.
- Sufficient knowledge of the English language to prepare travel and safety logs and prepare work orders.
- Sufficient communication skills to exercise patience and maintain harmony within a work team and with students and parents.
- Requires the ability to: Perform all of the duties of the position with minimal supervision.
- Drive a school bus safely and efficiently while keeping to well-established schedules.
- Maintain order among students, both while driving and at bus stops.
- Recognize malfunctions in equipment and take appropriate action.
- Maintain an assigned vehicle in clean and safe operating condition.

- Perform routine servicing and maintain required records.
- Must learn designated bus routes, including stops and traffic hazards.

QUALIFICATIONS

- Requires a valid California Class B Commercial Driver's License with "P" Passenger Endorsement; valid medical examination card; valid California Special Driver Certificate with "S" School Bus Endorsement; and valid First Aid and CPR certifications
- Recognizable personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of Grace Church of Simi Valley and Grace Brethren Schools with a continuous exhibition of desire to minister and serve others in varied capacities
- Functioning member of a local church
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds
- Competent, professional and personable
- Basic mathematics and accounting knowledge is necessary
- Excellent oral and written command of the English language is required
- Ability to compose, proofread and edit correspondence
- Possess excellent organizational skills
- Exercise confidentiality, good judgment and discernment
- Service oriented and able to interface with many people is mandatory
- Multitasked in an environment with many distractions is a must
- Reading and comprehending correspondence is imperative

WORKING CONDITIONS

- **Working Environment:** Work is performed outdoors where some safety considerations exist from physical activity, traffic conditions, and adverse weather conditions.
- **Physical Demands:** ability to function in a vehicle and outdoors engaged in work of an active nature; arm-hand and leg-foot dexterity to drive a bus; visual acuity including depth perception; ability to sit for extended periods of time; hearing sufficient to be aware of traffic and road distractions/conditions and listen to children; ability to move, lift and place into position light to medium weight.

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with Grace Brethren Schools policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department. Grace Brethren Schools does not discriminate on the basis of race, color, sex (including pregnancy), religion, national or ethnic origin, age, sexual orientation, gender identity or expression, honorably discharged veteran or military status, marital status, sensory, mental, or physical disability, or generic information, or any other status protected by local, state, or federal law in the administration of its educational policies, athletics, or other programs, or in the administration of its hiring and employment practices.

APPLICATION PROCESS

Completed application form from Grace Brethren Schools. This can be obtained by contacting:

Office of Administration, Human Resources
 2762 Avenida Simi • Simi Valley, California • 93065
hr@gracebrethren.com 805.522.4605

Selection Process: All applications will be reviewed by the Human Resources department. Selected candidates will be invited to participate in a personal interview process at Grace Brethren Schools. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures: All documents included in your application remain the sole property of Grace Brethren Schools and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.