

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: BUS DRIVER

BASIC FUNCTION:

Under the direction of a Transportation Supervisor, to drive any conventional, transit-type, smaller school bus, or any district vehicle to transport pupils in accordance with the requirements of school transportation schedules and traffic laws; and to perform a variety of other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification operate school buses on regularly scheduled passenger routes transporting pupils and school groups to and from school, to other schools and events and on special field trips. Drivers are required to perform a variety of non-bus driving duties as assigned. Incumbents must be available for emergency overtime bus driving assignments and to work assignments at hours that fit the district's needs. Position may require working a split shift.

REPRESENTATIVE DUTIES:

1. Drive a bus for any designated route according to an established time schedule; pick up and discharge pupils at designated stops; escort all students crossing streets as necessary.
2. Monitor the loading and unloading of students in a safe manner. Follow proper boarding procedures for all students.
3. Safely transport all students and teachers as directed. Ensure the proper use of safety equipment for students with special needs.
4. Perform daily pre and post trip inspections of bus and safety equipment; clean and fuel bus; report mechanical difficulties to appropriate personnel.
5. Maintain daily records of mileage, student count, driving time and non-driving time; prepare monthly reports. Complete incident reports when necessary.
6. Complete schedules for pick-up and delivery times of regular routes and field trips.
7. Supervise student behavior on bus according to established policies and procedures.
8. Attend in-service training and other meetings as directed.
9. Do clerical, custodial, and inventory duties as assigned.
10. Utilize two-way radio for bus-to-bus and bus-to-dispatch communication.
11. Perform other job-related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, rules and regulations related to pupil transportation.
Modern office practices, procedures, and equipment.
Methods, practices and procedures of dispatching transportation vehicles.
Operation of a computer, standard office equipment and two-way radio.
Record-keeping techniques.
Health and safety regulations.

Interpersonal skills using tact, patience, and courtesy.
Oral and written communication skills.
Bus routes, traffic laws, and driving conditions within the district boundaries.

ABILITY TO:

Drive school bus safely.
Maintain order among students while on a bus.
Understand and follow oral and written directions.

Meet schedules and timelines.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Adapt to interruptions and changes in the daily routine.

Work effectively within a team, coordinating with colleagues, stakeholders, and external partners to complete tasks, achieve goals, and resolve issues in a collaborative and efficient manner.

Demonstrate a commitment to Los Alamitos Unified School District's mission, vision, and priority goals.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: High School Diploma, GED, or Certificate of Completion and a safe driving record.

LICENSES AND OTHER REQUIREMENTS:

Class A or Class B California Driver's License with passenger endorsement; Bus Driver Certificate issued by the California Highway Patrol; incumbents must be able to pass and maintain a First Aid test issued by the California Highway Patrol or American Red Cross (if the CHP test is waived); and have a valid medical examiner's certificate as required by the Department of Transportation.. Maintain clear drug and alcohol screenings.

WORKING CONDITIONS:

School bus environment; subject to traffic and weather conditions and noise; work both inside and outside; sit for long periods of time while driving; occasionally stand, walk, kneel, squat, crawl, stoop, bend; work with arms above shoulder level; repetitive use of hand, arm, and shoulder, lift, carry, push or pull up to 50 pounds; able to hear normal voice conversation; speak clearly; depth perception; have color vision/distinguish shades; see small details; see long distances; exposed to fumes, strong odors, gases; exposed to minor contagious illnesses; direct contact with students, parents, the public, and other district staff. Work with equipment with noise levels up to 92.6 dB. May be subject to random drug and alcohol screenings.

RANGE: 58

Adopted by the Personnel Commission: April 2, 2025

Approved by the Board of Education: Pending approval June 10, 2025