

Oak Grove School District

JOB TITLE: BUS DRIVER

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To transport students to and from school within a designated route(s) and to ensure the safety of the students while passengers in the school vehicle. Employees in this classification receive general supervision from the Transportation Supervisor and within a well-defined framework of standard policies and procedures. Employees in this job class must be capable of driving all types of student transportation vehicles currently utilized by the district to ensure depth of coverage at all times.

TYPICAL DUTIES

- Drives a school transportation vehicle within a prescribed route(s) in accordance with time schedules; picking up and discharging students at designated stops
- Escorts and assists students on and off vehicle and across the streets when necessary; securing wheelchairs in a designated special education van
- Transports students and teachers on field trips to various locations
- Maintains order and proper discipline of student passengers according to district policy
- Conducts safety and operational inspection of assigned vehicle daily
- Evaluates vehicle in safe and timely manner when necessary and conducts periodic drills for same as required by law; completing necessary reports upon request
- Maintains cleanliness of vehicle to ensure safe operating condition
- Checks out and reports needed mechanical repairs when necessary
- Completes periodic mileage reports and time sheets
- Attends various meetings regarding safety, first aid, training updates, etc., as required
- Attends 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 school children
- Maintains a current First Aid Certificate as issued by the American Red Cross or such equivalent test as may be established by district policy or State law
- Performs other related duties as required

MINIMUM QUALIFICATIONS

- Possession of a valid and appropriate California State Driver's License
- Possession of a California State School Bus Driver's Certificate
- Possession of a safe driving record that is in compliance with the restrictions set forth by the California Vehicle Code
- Knowledge of the provisions of the California Motor Vehicle Code and the Education Code as it applies to the operation of vehicles transporting school children

BUS DRIVER

MINIMUM QUALIFICATIONS (cont'd)

- Knowledge of safe driving practices
- Skill to read and write at a sufficient level to successfully perform the required duties
- Skill to understand and carry out both oral and written instructions in an independent manner
- Skill to establish and maintain proper student conduct on school vehicle
- Skill to exercise good judgment and extreme caution while driving
- Skill to maintain valid certification as school bus driver according to State regulations
- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties