

OXNARD UNION HIGH SCHOOL DISTRICT

CLASS TITLE: BUS DRIVER/DELIVERY DRIVER

DEFINITION:

Under the direction of the Transportation Supervisor and the Director of Purchasing, provides safe and efficient transportation for students over designated routes in accordance with time schedules, picking up and discharging students; picks up and delivers a variety of materials including books, supplies and District mail.

STATEMENT OF TYPICAL DUTIES:

- a. Drives a school bus over designated routes in accordance with time schedules, picking up and discharging students.
- b. Delivers District mail, supplies and data processing materials to appropriate destinations; performs warehouse duties as requested.
- c. Inspects school buses or other assigned vehicles prior to operation for safety purposes; cleans windshields and headlights; reports mechanical defects and malfunctions.
- d. Maintains appropriate behavior among students on buses and while the bus is parked at bus stops; follows District policies regarding student control and contact with parents and the public.
- e. Performs first aid or emergency assistance as needed according to established guidelines.
- f. Maintains records concerning assigned route, bus repairs and overtime; performs filing and general clerical duties as needed.
- g. Services buses with gas and oil; cleans interior of buses including picking up debris, sweeping floor and wiping upholstery.
- h. Attends scheduled safety meetings and programs.
- i. Performs a variety of warehousing functions at times when not required to drive a bus, including receiving equipment, materials and supplies; inspects incoming items for conformance with rush orders and reports discrepancies; assists in setting up equipment as necessary; operating a variety of equipment, including forklifts, pallet jacks and delivery vehicles.
- j. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Safe driving practices.

Provisions of the California State Motor Vehicle Code applicable to the operation of vehicles transporting students.

First aid practices.

Basic record keeping techniques.

Equipment, materials and supplies used in a high school district.

Operation of warehouse equipment and delivery vehicles.

Proper methods of loading and unloading delivery vehicles.

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KNOWLEDGE AND ABILITIES:

Knowledge of:

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

District rules and regulations regarding student transportation.

Preventive maintenance practices.

Ability to:

Drive a school bus and other automotive equipment safely and efficiently.

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 a clean and safe operating condition.

Learn a designated bus route including stops and traffic hazards.

Maintain records and perform general clerical duties.

Establish and maintain effective working relationships with others.

Read, write, speak and understand English; follow oral and written directions.

Meet schedules and timelines.

Communicate effectively both orally and in writing.

Read, interpret and follow rules, regulations, policies and procedures.

Administer first aid to ill or injured students.

Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid appropriate California driver's license and School Bus Drivers Certificate issued by the California Highway Patrol.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

WORKING CONDITIONS:

School bus environment; subject to driving in adverse weather conditions, noise and emergency student and traffic situations.

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