

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Bus Driver	Reports to:	Program Administrator/Supervisor
Job Category:	Maintenance/Operations/Facilities/Transportation	Classification Unit:	Classified
Board Approval:	5/21/2020 7/27/2021 Range Adjustment	Current Salary Grade:	20
Job Description Revised:	11/10/2022 Range Change	FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, operate a Type A1 and/or Type A2 school bus to provide safe and secure transportation for students with special needs over designated routes in accordance with time schedules; load, unload and secure students with special needs; maintain bus by keeping interior and exterior clean; refuel bus.

ESSENTIAL FUNCTIONS:

- Drive a Type A1 and/or Type A2 school bus for home to school transportation for students with special needs; pick up and discharge students in accordance with time schedules; observe legal and defensive driving practices; ensure compliance with applicable traffic and student transportation laws, codes and regulations.
- Respond to inquiries from parents, instructional aides, teachers, students, legal guardians and other staff for information, bus schedules, bus routes and other related concerns or questions.
- Supervise students while in transit to maintain safety, in compliance with District policy; maintain order and discipline on bus as required; monitor student activities; notify administrator of potential problems.
- Provide input on door to door home to school bus routes.
- Operate equipment to load and unload and secure students with special needs, including wheelchair lifts, tie downs, seat belts, safety vests and other adaptive equipment as necessary.
- Maintain bus by keeping interior and exterior clean; ensure safety, appearance and sanitation of vehicle; refuel vehicle.
- Conduct required daily inspection of assigned bus; prepare and maintain related records.
- Transport students and staff on District authorized school functions, field trips or other events.
- Utilize two-way radios for bus to bus and bus to base communications.
- Determine appropriate action in emergency situations according to established guidelines; administer first aid to passengers as needed.
- Conduct mandatory emergency evacuation and safety orientation drills for students and staff.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Provisions of California Vehicle Code and the Education Code applicable to the operation of vehicles in the transportation of school students.

- Health and safety regulations.
- Routing for student transportation.
- Basic first aid practices.

Ability to:

- Drive Type A1 and/or Type A2 school bus.
- Read and understand maps.
- Learn the proper operation of mechanical lift, wheelchairs, seat belts, safety vests and wheelchair clamping devices.
- Load, unload and secure students with special needs.
- Learn problems and concerns of students with special needs.
- Understand and relate to children with special needs.
- Communicate effectively both orally and in writing.
- Maintain accurate records.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Some job-related experience is required.

Required licenses, certificates, continuing education, training, and other requirements:

- Valid Class B California driver's license with passenger endorsement.
- Department of Transportation Medical Clearance.
- California Special Driver's Certificate—School Bus.

DESIRABLE QUALIFICATIONS:

- Some experience working with children with special needs.

WORKING CONDITIONS:

Environment:

- Orthopedic transportation vehicle and outdoor environment.
- Considerable distraction from bus activities.
- Seasonal heat and cold and adverse weather conditions.
- Driving a school bus to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Sitting for extended periods of time while operating buses.
- Bending at the waist, kneeling, or crouching.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Finger dexterity.

Hazards:

- Traffic hazards.
- Exposure to fumes, dust, odors, oil/grease, and gases.

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.
- State Mandated Training
- Valid Adult/Child/Infant CPR/First Aid certificate

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.