



LOMPEC UNIFIED SCHOOL DISTRICT

SCHOOL BUS DRIVER II

JOB SUMMARY:

Under the direction of the Manager of Transportation Services, drive a school bus to transport students with special needs safely and efficiently to assigned locations along designated routes and in accordance with time schedules; enforce rules, regulations, and laws to maintain safety during transport; ensure vehicle is in safe operating condition; ensure safety of students during transport.

DISTINGUISHING CHARACTERISTICS:

The School Bus Driver II class has training and experience driving a school bus and transport students with special needs. When required, provides medical assistance, prescribed medication and first aid services to students as instructed by health care professionals. The School Bus Driver I is the entry-level classification in the series. Incumbents in this class have at least one year of bus driving experience operating a school bus to ensure the safe transport of general education students over designated routes in accordance with time schedules.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Drive a school bus along a designated route; transport special needs students on field trips or other events pick up and discharge students in accordance with time schedules; meet scheduled departure and arrival times as assigned; prepare related logs and reports; observe legal and defensive driving practices; ensure compliance with applicable traffic and student transportation laws, codes and regulations.
- Conduct required daily safety inspections of buses; inspect the interior, exterior and engine of buses to ensure safe operational condition; report mechanical malfunctions or other problems as required.
- Maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with policies related to disciplining students; report observations and incidents including for discipline, inappropriate social behavior; communicate effectively with school staff and parents regarding student behavior as needed.
- Assess incidents, complaints, accidents and potential emergency situations including road hazards, medical emergencies; resolve and recommend a resolution to the situation; determine appropriate action in emergency situations according to established guidelines; administer first aid and medication to passengers as needed.
- Maintain buses in a clean and safe operating condition; wash, sweep and clean buses; refuel, service and prepare vehicle for operation.
- Attend meetings, classroom and behind the wheel training, safety meetings, in-services, administrative conferences; maintain skills; comply with certificate requirements of a school bus driver.
- Assist students as needed in boarding, buckling, and loading, securing and unloading students in wheelchairs as assigned by the position; operate a wheelchair lift as assigned.
- Utilize two-way radios for bus to bus and bus to base communications; notify appropriate personnel of delays or accidents as needed.
- Conduct emergency evacuation drills; ensure efficiency of procedures and complying with mandated requirements.
- Fuel assigned vehicle with oil, water, fuel; maintain vehicle in a safe operating condition.

- Perform pre-trip and post-trip inspections to monitor fluid levels, tire pressure, exterior condition and mirrors; ensure the safe operating condition of the vehicle; comply with mandated guidelines; clean assigned vehicles, both interior and exterior.
- Prepare documents and reports including incident/accident reports, inspections records, passenger misconduct, mileage logs, student counts, route description updates and maintenance orders; provide written support and convey information.
- Respond to inquiries including students, parents, and other school personnel; provide information and directions; drive a vehicle to conduct work.
- Determine appropriate action in emergency situations per established guidelines.

OTHER DUTIES:

- Perform related duties as assigned.
- Provides medical assistance and medication such as seizure medication, as instructed by a health care professional.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and successful completion of bus driver training including valid California Class "B" Driver's License with "P" and "S" endorsement. Preferred: One-year experience in the operation of a transport vehicle, preferably in a school setting.

Licenses and other Requirements

- Valid California Class "B" Driver's License with "P" and "S" endorsement.
- California School Bus Driver Certificate Blood Borne Pathogens.
- Fire Extinguisher training.
- First Aid and CPR Certificates.
- Pre-employment Proficiency Test.
- Pre-employment Drug Screening.
- Pre-employment Physical Exam.
- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

Knowledge of:

- Safe and defensive driving practices.
- Proper operations of school buses.
- Applicable traffic and student transportation laws, codes and regulations.
- Child guidance practices related to students with special needs.
- Basic first aid procedures.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

Ability to:

- Drive a school bus safely and efficiently.
- Conduct safety inspections and perform routine preventive maintenance.
- Learn and apply policies and procedures related to student discipline on buses.

- Maintain a safe discipline level among passengers.
- Observe legal and defensive driving practices.
- Learn and follow designated routes.
- Learn the functionality and tolerance of the dual air braking system.
- Demonstrate an understanding, patient and receptive attitude toward students with special needs.
- Learn the proper use of the electronically controlled transmissions installed in the fleet.
- Maintain bus in clean and proper working condition.
- Administer first aid.
- Maintain routine records.
- Understand and follow oral and written directions.
- Communicate effectively with others
- Meet schedules and timelines.
- Operate a two-way radio.
- Maintain confidentiality.

WORKING CONDITIONS:

Work Environment:

- Outdoor and Indoor Environment.
- School bus and outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Evening or variable hours.
- Exposure to fumes, dust, odors, oil/grease and gases.
- Driving a vehicle 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods of time while operating buses.
- Hearing and speaking to exchange information.
- Reaching, pulling and pushing to open bus doors.
- Bending at the waist, kneeling or crouching to inspect and wash buses.
- Seeing to monitor passengers and operate a vehicle.
- Lifting moderately heavy children or objects.
- Pushing or pulling wheelchairs.
- Dexterity of hands and fingers to operate school bus control panel.
- Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Hazards:

- Potential contact with dissatisfied or abusive individuals.
- Potential contact with blood or bodily fluids.
- Traffic hazards.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

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Salary Range: 35