



LOMPEC UNIFIED SCHOOL DISTRICT

SCHOOL BUS DRIVER I

JOB SUMMARY:

Under the direction of the Manager of Transportation Services, transport students safely and efficiently to assigned locations along a designated route; perform regular safety inspections.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Drive a school bus along a designated route; transport students, faculty and parents 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; maintain discipline of students; report observations and incidents including 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, and accidents; resolve and recommend a resolution to the situation; determine appropriate action in emergency situations according to established guidelines; administer first aid 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 required skills; meet the certificate requirements of a school bus driver.
- Utilize two-way radios for bus to bus and bus to base communications; notify appropriate personnel of delays or accidents as needed; fuel assigned vehicle including for oil, water, fuel; maintain vehicle in a safe operating condition.
- Conduct emergency evacuation drills; ensure efficiency of procedures and complying with mandated requirements.
- 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; ensure safety, appearance, and sanitation of vehicle.
- Prepare documents and reports including incident and 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 to students, parents, other school personnel; provide information and directions; drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

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' Drivers License with "P" and "S" endorsement.

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 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.
- 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.
- 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.

WORKING CONDITIONS:

Work Environment:

- Outdoor and Indoor Environment.
- School bus and outdoor environment.
- Seasonal heat and cold or adverse weather conditions.

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- 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 90% sitting, 5% walking and 5% standing.

Hazards:

- 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

Approval Date: February 14, 2023

Personnel Commission First Reading: November 17, 2022

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Salary Range: 33