

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: BUS DRIVER

BASIC FUNCTION:

Under the direction of the Transportation Supervisor, operates a school bus to transport students safely and efficiently to an assigned location using designated routes and according to specified time schedules; to perform daily inspections of a bus or transportation equipment; performs related duties as required or assigned.

ESSENTIAL DUTIES:

Drives a school bus along a designated route, picking up and discharging students in accordance with prescribed time schedules.

Observes legal and defensive driving practices; assuring compliance with applicable traffic and student transportation laws, codes, and regulations.

Directs and assists with the loading and unloading of students, infants, and wheel chairs; providing for the safety of those transported, utilizing wheel-chair lifts, tie-downs, seat belts, quick-release harnesses, resuscitators, infant seats, and specially-designed infant wheel chair seats.

Instructs children in the various aspects of passenger and pedestrian safety.

Maintains order and discipline among passengers on the bus and while waiting at student pick-up and delivery locations, according to established policies and procedures.

Transports students, faculty, and parent volunteers on field trips; meeting scheduled departure and arrival times.

Provides assistance to students and infants with special physical and/or emotional problems; being empathetic to their needs, and maintaining confidentiality of information regarding their individual physical, mental, and psychological needs.

Conducts daily pre-operative safety inspection on an assigned school bus or buses and notifies the Transportation Supervisor or on-duty mechanic of any mechanical or safety problems.

Prepares and maintains records and reports regarding mileage, student counts, driving times, and fuel consumption. Recommends changes in assigned bus routes and/or student pick-up points.

Attends and participates in transportation safety and inservice training workshops and meetings.

OTHER REPRESENTATIVE DUTIES:

Maintains assigned buses in a clean and safe operating condition; sweeping, washing, and cleaning the vehicle, as well as refueling, servicing, and preparing the vehicle for use in transporting students; may operate a bus washing machine.

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May provide direction to transportation assistants.

Administers first aid to injured/ill bus passengers, as necessary and appropriate.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to, receives direction from, and is evaluated by the Transportation Supervisor. Does not supervise other employees, but does provide work direction to student transportation assistants, when assigned.

Internal Contacts: Continuous contact with the Transportation Supervisor, the Bus Driver/Instructor, other Bus Drivers, students, and assigned student transportation assistant(s), school principals, teachers, and the Administrator, Special Education.

External Contacts: Frequent contact with parents.

KNOWLEDGE OF:

Appropriate behavior management techniques and interventions for use with special education students.

Child guidance principles and practices; especially as they relate to students with learning disabilities.

Standard American English usage, grammar, spelling, punctuation and vocabulary.

Reading, writing and oral communication skills.

Safe and defensive driving practices.

Proper operation of school buses of various sizes.

Provisions of the California Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of school children.

Applicable traffic and student transportation laws, codes, and regulations.

District policies and procedures relative to student discipline.

Basic first-aid procedures.

Inter-personal skills; using tact, patience, and courtesy.

Basic record-keeping techniques.

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ABILITY TO:

Drive school buses of various sizes safely and efficiently.

Maintain a safe discipline level among students and passengers.

Observe legal and defensive driving practices.

Exercise flexibility, patience and sensitivity.

Make arithmetic calculations.

Learn the procedures, functions and limitations of assigned duties.

Understand the exceptional needs of special education students.

Work confidentially with discretion.

Learn and follow designated routes and time schedules.

Read and interpret maps.

Maintain a school bus in a clean and proper working condition.

Conduct safety inspections.

Maintain routine records.

Administer first-aid to ill or injured persons.

Understand and follow oral and written directions or instructions.

Communicate effectively with children and adults.

Perform appropriately in situations requiring tact and diplomacy.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above, such as a high school diploma or general education degree (GED) and one to three months training and/or experience in operating a school bus.

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LICENSES AND OTHER REQUIREMENTS:

A valid California Motor Vehicle License of the Class A or B (including air brakes, school bus and passenger endorsement), and a valid California Special Driver's Certificate for School Bus (DL45); as well as a safe driving record.

Possession of a current Red Cross First-Aid Certificate, or evidence of having passed the California Highway Patrol First-Aid examination. Possession of a valid Medical Certificate (MCSA 5876). Insurability by the District's liability insurance carrier. Employees in this classification are subject to random drug testing as prescribed by Federal law.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; climb or balance; and stoop, kneel, or crouch. The employee may regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and may occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

School bus environment; subject to driving from site to site; traffic hazards and noise; subject to working split-shift and special assignments; some bus routes may require physical efforts in assisting physically, mentally, and emotionally challenged children.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration. The employee is occasionally exposed to extreme heat. The noise level in the work environment is usually loud.

PREPARED BY:	Classified Personnel Department	DATE: 6/98
APPROVED BY:	Board of Trustees	DATE: 6/20/85
APPROVED BY:	Personnel Commission	DATE: 7/98
REVISED BY:	Personnel Commission	DATE: 2/06
REVISED BY:	Personnel Commission	DATE: 3/23/2021