



Job Description

POSITION CODE: 833
Classified Group: Teamsters
Salary Range: 23
Work Days: 212/234
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POSITION TITLE: Utility Bus Driver

DEFINITION: Under general supervision, assigned to cover for absent drivers on home-to-school routes, field trips, and other driving or non-driving assignments as approved by the Transportation Director to safely drive a school bus or transportation vehicle in the transportation of regular and special needs students; apply safe driving principles in vehicle operation; maintain buses in a clean and safe condition; perform minor bus maintenance; and other related duties as assigned including washing interior and exterior of buses.

DIRECTLY RESPONSIBLE TO: Director, Transportation Operations or Designee

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Drive a school bus or transportation vehicle on an assigned route according to an established time schedule.
2. Boards and discharges student passengers.
3. Assists in loading and unloading students and equipment including but not limited to wheelchair, ambulatory, etc.
4. Transports students, staff, and chaperones on field trips.
5. Enforces district policies and procedures.
6. Maintains discipline on buses.
7. Prepares reports including but not limited to mileage, time, and student load counts.
8. Maintains bus cleanliness on a daily basis.
9. Performs minor bus maintenance.
10. Checks and reports maintenance needs.
11. Fuels buses.
12. Renders first-aid or emergency assistance as needed.
13. May also be assigned general maintenance and clean-up activities in the transportation department.
14. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Minimum of a high school diploma or GED is required; experience in school bus driving under a wide variety of driving, weather and road conditions; a work history demonstrating dependability and reliability; good driving record; must be able to qualify for district insurance coverage.

Licenses and Certifications:

- Valid California Class B Commercial Driver License with Passenger and School Bus endorsements and air-brake certification
- Valid California School Bus Driver's Certificate

- Valid First-Aid Certificate issued by the American Red Cross, the California Highway Patrol or other District approved course
- Valid medical certificate approved by the California Department of Motor Vehicles
- Any and all licenses/certifications may not include any restriction other than, 'Automatic Transmission Only'

Knowledge, Skills, and Abilities:

- Knowledge of safe driving principles and practices
- Knowledge of applicable provisions of California Motor Vehicle Code, Education Code, and other statutes/regulations applicable to the operation of vehicles in transportation of students
- Knowledge of first-aid techniques and procedures
- Knowledge of proper lifting techniques in accordance with established guidelines
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and parents
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to drive a school bus safely over a variety of normal and hazardous road conditions
- Ability to maintain order among students on a bus
- Ability to remain calm in stressful situations
- Ability to make simple reports
- Ability to understand and follow verbal and written instructions
- Ability to work effectively with all levels of district staff, students, parents, and the community
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- School bus environment
- Constant noise
- Continuous contact with students and staff with frequent interruptions and significant distractions
- Contact with dissatisfied and/or uncooperative individuals
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written material with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Operate office equipment requiring repetitive hand movement and fine coordination
- Good physical condition as determined by pre and post-employment inquiries and health reports
- Move about school bus and facilities to conduct work including walking, sitting, stooping, kneeling, crouching, crawling, climbing, standing, reaching with arms and hands, or balancing for long periods of time
- Lift and/or move the combined weight of students and adaptive equipment

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- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception

Hazards:

- Exposure to fumes, airborne particles, grease, oil or other motor vehicle fluids
- Exposure to and contact with blood or other bodily fluids

Other Characteristics:

- Ability to work a split-shift as required

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

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| Board Approved: | 6/1972 |
| Board Approved Utility Driver: | 10/25/1988 |
| Revised: | 3/17/1995 (License Only) |
| Revised: | 5/29/2019 |