

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: BUS DRIVER**

#### **BASIC FUNCTION:**

Under the direction of the Transportation Director, drive a school bus to transport students safely and efficiently to assigned locations on a designated route; perform regular safety inspections.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Drive a school bus along a designated route; pick up and discharge students in accordance with time schedules; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.

Conduct required daily pre-trip safety inspections of buses; inspect the interior, exterior and engine of buses to assure 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; safely cross streets or direct traffic as needed; communicate effectively with school staff and parents regarding student behavior as needed.

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, mop and dust buses; fuel buses and vehicles as assigned.

Transport students, faculty and parents on field trips, athletic activities or other events; meet scheduled departure and arrival times as assigned.

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.

Attend in-service training activities as assigned.

Provide routine first aid/CPR to injured students according to established procedures as needed; notify parents of ill or injured as assigned.

##### **OTHER DUTIES:**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

**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.  
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 time lines.  
Operate a two-way radio.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

Valid first aid and CPR certificate issued by an authorized agency.  
Valid California Class A or B driver's license with appropriate passenger and air brake endorsements.  
Valid School Bus Certificate issued by the California Highway Patrol.

**WORKING CONDITIONS:**

**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:**

- 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.

**HAZARDS:**

- Traffic hazards.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017