TITLE: Bus Driver **CLASSIFICATION: Classified**
DEPARTMENT: Transportation **RANGE: 16**

DESCRIPTION OF POSITION

Under the supervision of the Lead Driver, operate a school bus over designated routes in accordance with state laws and District Policies and Procedures.

REPRESENTATIVE DUTIES

- Drive a school bus over designated routes in accordance with specified times schedules and in accordance with regulations and laws related to pupil transportation; transport students to and from school; transport children and teachers on field or activity trips to assigned locations. *E*
- Pick and discharge students at established bus stops; escort children across streets or roadways, stopping traffic as necessary; report incidents which affect the safety of students as appropriate. *E*
- Maintain the bus in a safe operating condition through prescribed daily vehicle inspections including cleaning windows, headlights, mirrors, and bus interior and bus exterior, check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions, in writing, to appropriate personnel. *E*
- Assist in the loading and unloading of physically and mentally disabled students as necessary; operate wheelchairs, lifts and secure wheelchairs. *E*
- Maintain order and discipline on bus as required; discipline disruptive children according to established procedures and guidelines; cite students for behavior infractions; communicate behavior issues to parents or appropriate party. *E*
- Attend assigned safety meetings and programs. *E*
- Prepare, maintain and submit, in a timely manner, various records and reports related to miles driven, student's behavior and attendance. *E*
- Operate equipment, including wheelchair lifts and clamps, seat belts, safety vests and other adaptive safety equipment as necessary. *E*
- Perform intensive cleaning of bus interior, including seats, seat backs, walls, windows and floors. *E*
- Provide basic first aid to students. *E*
- Carries out other related duties assigned by the Transportation Supervisor as required.

E = Essential Duties as required by the Americans with Disabilities Act.

EDUCATION AND CREDENTIALS

- 12 years of education with diploma or GED (General Education Diploma)
- Possession of a valid California School Bus Driver Certificate.
- A valid license with endorsements B, P, and S.
- Valid First Aid/Red Cross certificate or endorsement by the California Highway Patrol.
- Must maintain a driving record that assures insurability by the District's carrier.

EMPLOYMENT STANDARDS

Knowledge of:

- Safe driving practices.
- Provisions of the California State Motor Vehicle code and Education code applicable to the operation of vehicles transporting students.
- District policies regarding the assigned divisions.
- Federal and State regulations related to the assigned divisions.

- First aid and medical care and medical evacuation procedures.
- Proper lifting techniques.

SKILLS AND ABILITIES

- Read and write at a level sufficient for the performance of assigned duties.
- Understand and carry out oral and written directions.
- Perform detailed work requiring a high level of accuracy.
- Interpersonal skills using tact, patience and courtesy.
- Establish and maintain effective work relationships with those contacted in the performance of required duties

PHYSICAL REQUIREMENTS

Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	2
Twist	3		Lift/carry 11-25 lbs	3
Squat	3		Lift/carry 26-40 lbs	3
Kneel	3		Lift/carry 41-100 lbs	2
Climb	2		Stand	3
Reach above shoulder	3		Walk	3
Grip/Grasp	3		Sit	4
Extend/Flex Neck	2		Drive	4
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	2
Ability to See	4		Ability to Hear	4

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Board Approved: 1/16/24