TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Bus Driver/Instructor **CLASSIFICATION: Classified**
DEPARTMENT: Transportation **Range: 17**

DESCRIPTION OF POSITION

Under the general supervision of the Transportation Supervisor, operates a school bus over designated routes to transport student; organize and conduct instruction and behind-the-wheel training and refresher training for District bus drivers. To perform duties of a bus driver related to special assigned schedules and other related work as required.

REPRESENTATIVE DUTIES

- Drives a bus on a daily basis over designated routes picking up and discharging students in accordance with specified time schedules. E
- Transport students and staff on special trips to various locations within the state. E
- Ensure student safety and maintain order among students while on the bus and while at bus stops. E
- Follow specified start up and shut down procedures before and after each run. E
- Maintain bus cleanliness in accordance with district guidelines. E
- Prepare log and reports as directed. E
- May be included on the trip assignment rotation list(s) at the discretion of the Transportation Supervisor. E
- Determine appropriate action in potential or real medical emergency situations according to established guidelines and administer first aid to passengers as needed. E
- Conduct required daily safety inspections of buses, inspecting interior, exterior and engine of the vehicles. E
- Report major mechanical malfunctions or other problems as required. E
- Maintain mileage, logs, time records, and related records. E
- Maintain required in-service hours needed and required by law to maintain current school bus driver's license. E
- Maintain current knowledge of driving, training and safety requirements. E
- Determine and provide instruction on appropriate action in potential or real medical emergency situations according to established guidelines and administer first aid to passengers as needed. E
- Attend safety meetings; driver education and safety programs as directed. E
- Maintain effective communications with co-workers, supervisor, and dispatcher. E
- Provide instruction and assist bus drivers in the performance of their duties; including safety meetings and driver education programs. E
- Document driver knowledge, skills and performance standards related to efficiency, safety and legality. E
- Coordinate training activities with the Transportation Supervisor. E
- Assist in routine departmental functions as requested. E
- May investigate accidents, and may monitor performance of evacuation exercises if requested by Transportation Supervisor. E
- Conduct driver check-in to be sure all routes are covered, make fog calls to determine if conditions require a delay, check driver logs and mileage sheets to for accuracy, general record keeping, etc. E
- Provide bus driver training and instruction for drivers to maintain in-service and renewal training requirements. E
- Maintain driver training records in accordance with State requirements and district policies. E
- Perform other duties as assigned.

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

EDUCATION CREDENTIALS

- 12 years of education with diploma or GED (General Education Diploma).
- Two years of experience as a school bus driver.
- Valid CDL with B, P, S endorsements and current medical certificate.
- Must maintain a driving record that assures insurability by the District's carrier.
- Red Cross First Aid Certificate (required for all) and CPR Certificate (if required) or ability to obtain certificate within 3 months. Must maintain and renew certification.

EMPLOYMENT STANDARDS

Knowledge of:

- Safe and defensive driving practices.
- Proper operation of a school bus.
- Applicable traffic and student transportation laws, codes, and regulations (CA Motor Vehicle Code and Education Code).
- State and local traffic laws and regulations.
- School district geography.
- Basic first aid procedures.
- Basic record keeping and report preparation techniques.
- Interpersonal skills using patience, tact, and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

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.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Schedule and conduct effective instruction and behind-the-wheel training programs for bus drivers.

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	1
Climb	2		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	3		Sit	4
Extend/Flex Neck	2		Drive	3
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

BOARD APPROVED: 1/16/2024