BUENA PARK SCHOOL DISTRICT

BUS DRIVER / DRIVER TRAINER

DEFINITION

Under the direction of a Supervisor, to drive any conventional, transit-type or smaller school bus to transport pupils in accordance with the requirements of school transportation schedules and traffic laws; organize and conduct driver classroom training workshops, including school bus safety and evacuation programs; and to perform a variety of other duties as assigned.

EXAMPLES OF DUTIES

Drives a school bus or transportation vehicle over assigned routes in accordance with an established time schedule; transports children to and from school; loads and unloads students safely at designated stops and at study trip destinations; stops traffic and escorts children across streets, when necessary; maintains bus or transportation vehicle in a clean and orderly condition, and inspects and reports any and all mechanical defects or malfunctions; adheres to policies and procedures in maintaining appropriate student behavior and public contacts concerning transportation problems and concerns; completes the daily transportation activity record, including number of students transported, mileage, and type of trip; sweeps, cleans and refuels buses; may transport students with special learning needs and physical handicaps; administers first aid as required. The Driver Trainer is required to train other bus drivers on proper driving practices and safety.

REPRESENTATIVE DUTIES

- Drive a bus for any designated route according to an established time schedule; pick up and discharge pupils at designated stops; assist students crossing streets as necessary.
- Transport students and teachers on special educational field trips and to athletic events as directed.
- Perform daily check of bus and safety equipment; clean and fuel bus; report mechanical difficulties to appropriate personnel.
- Maintain daily records of mileage, student count, driving time and non-driving time; prepare monthly reports.
- Complete schedules for pick-up and delivery times of regular routes and field trips.
- Supervise student behavior on bus according to established policies and procedures.
- Attend in-service training and other meetings as directed.
- Do clerical, custodial, and inventory duties as assigned
- Secure training and keep abreast of new and current laws governing the operation of school buses and student transportation; relay such information to the District's school bus drivers, and provide them with inservice training in order that they are able to transport students safely and in accordance with state law; provide driver training, including bus evacuation programs, in accordance with California Highway Patrol requirements.
- Plan, organize, and conduct classroom and behind-the-wheel training for drivers on updated state laws, Motor Vehicle Code, District policies and procedures, proper driving practices, special education needs, and safety.
- Conduct ride-alongs and observe individual's driving habits and reactions under various driving conditions to ensure conformance with vehicle operational standards and state vehicle codes.
- Perform other related duties as assigned.

OTHER REPRESENTATIVE DUTIES

Plan, organize and conduct classroom instruction for pupils who ride District buses regarding safety and bus evacuation procedures; schedule and conduct actual bus evacuation drills for bus drivers and students; maintain related files and records.

QUALIFICATIONS

Knowledge of:

Safe driving practices; California Motor Vehicle Code; first aid; applicable sections of State Education Code; applicable sections of State Education Code; record-keeping techniques; oral and written communications skills.

Ability to:
Drive school bus safely.
Maintain order among students while on a bus. Understand and follow oral and written directions.
Establish and maintain effective working relationships with others. Meet schedules and timelines.
Maintain records and prepare reports. Communicate effectively both orally and in writing.
Adapt to interruptions and changes in the daily routine. Lift objects weighing up to 50 pounds.

EDUCATION AND EXPERIENCE
Any combination equivalent to graduation from high school and a safe driving record.

WORKING CONDITIONS
School bus environment; subject to traffic and weather conditions and noise; sit for long periods of time while driving; occasionally stand, walk, kneel, squat, crawl, stoop, bend; work with arms above shoulder level; repetitive use of hand, arm, and shoulder, lift, carry, push or pull up to 50 pounds; able to hear normal voice conversation; speak clearly; depth perception; have color vision/distinguish shades; see small details; see long distances; exposed to fumes, strong odors, gases; exposed to minor contagious illnesses; direct contact with students, parents, the public, and other district staff.

LICENSES AND CERTIFICATE REQUIREMENTS
The possession and maintenance of a valid California Motor Vehicle License of the Class B or A type including air brakes and passenger certification, and a valid unrestricted California School Bus Driver's Certificate; as well as a safe driving record.

California State Department of Education School Bus Driver Instructor Certificate authorizing classroom and behind the wheel training and maintaining of such certificate as a condition of continued employment.

Possession of a current Red Cross First-Aid Certificate, or evidence of having passed the California Highway Patrol First-Aid examination.

CONDITION OF EMPLOYMENT
Insurability by the District's liability insurance carrier.

12 month and 8 hours per day
RANGE: 55