

JOB DESCRIPTION

WU bg 1001

Maintenance & Operations

Washington Union School District

43 San Benancio Road

Salinas, CA 93908

Bus Driver

Purpose Statement

The job of Bus Driver is done for the purpose/s of transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle operation is in a safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

Essential Functions

- **Advises** students and other passengers of behavior requirements for the purpose of enforcing rules and regulations and maintaining safety.
- **Assesses** incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation.
- **Assists** students and other passengers for the purpose of providing safe ingress and egress from the buses including both emergency situations (including bus evacuations) and normal transport.
- **Attends** safety meetings, training, etc. for the purpose of maintain skills and meeting requirements of school bus driver certificate.
- **Cleans** assigned vehicles, both interior and exterior for the purpose of maintaining appearance, sanitation and safety of vehicle.
- **Drives** schools' buses for the purpose of transporting students over scheduled routes and to/from school and/or field trips in a safe and timely manner.
- **Fuels** assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.
- **Informs** school personnel, parents, etc. of practices and incidents (e.g. rules, regulations, laws, procedures, etc.) for the purpose of providing information for the follow-up action and/or proper procedures.
- **Inspects** assigned vehicles (e.g. incident reports, daily pre-trip inspections report, student count, passenger misconduct, daily mileage, etc.) for the purpose of providing written support and/or conveying information.
- **Prepares** documentation (e.g. incident reports, daily pre-trip inspections report, student count, passenger misconduct, daily mileage, etc.) for the purpose of providing written support and/or conveying information.

Other Functions

- **Assists** other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: – Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single technical tasks with a frequent need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; operating district vehicles used in transporting students; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes; safety practices and procedures; laws and regulations related to driving a school bus.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and coordinate a number of factors in the use of equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined and similar processes; and operate equipment using standard methods of operations. Ability is also required to work with a diversity of individuals and/or groups; work with data of similar types and/or purposes; and utilize a variety of job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is limited; and with equipment it is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; working as part of a team; setting priorities.

Responsibility

Responsibilities include; working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 34% sitting, 33% walking and 33% standing. The job is performed under some temperature extremes, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.) and in varying atmospheric conditions.

Experience: Job Related Experience is required.

Education: High School Diploma or Equivalent

Required Testing:

Drug/Alcohol Testing; TB Test

Continuing Educ. / Training:

Certificates & Licenses:

Class B Driver's License; CPR/First Aid Certificate;
Valid D.O.T Medical Certificate/Bus Driver's
Certificate

Clearances:

Criminal Justice Fingerprint Clearance

FLSA Status:

Salary Grade: 00