

## SCHOOL BUS DRIVER

### DEFINITION

Under general supervision, operate a school bus or transportation vehicle over designated routes within an established time schedule; transport students to and from school and on special event trips; perform daily inspections of a school bus and transportation equipment; and do other related work as required.

### ESSENTIAL FUNCTIONS

Drive a school bus or transportation vehicle over assigned routes in accordance with an established time schedule; transport students to and from school; load and unload students safely at designated stops and on study trips; stop traffic and escort students across streets, when necessary; maintain bus or transportation vehicle in a clean and orderly condition, and inspect and report any and all mechanical defects or malfunctions; adhere to policies and procedures in maintaining appropriate student behavior and public contacts concerning transportation problems and concerns; complete daily transportation activity record, including number of students transported, type of trip, standby time and route reports; sweep, clean and refuel buses; transport special education students with varied learning, emotional, and behavioral needs and physical handicaps; lift and secure wheel chairs and assist in the loading and unloading of students with physical handicaps as necessary; administer basic first aid as required and contact appropriate administrators in case of any serious illness or injury; may prepare and submit student referral forms as needed; maintain and submit reports such as time cards, school bus inspection forms, and mileage charts.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

Safe driving practices and techniques;  
Basic first aid procedures and methods;  
Safety and maintenance requirements of school busses and other student transportation equipment;  
Provisions of the California Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of school children;  
Provisions of the Highway Patrol Handbook 82.7.

##### Ability to:

Drive a school bus and other transportation equipment safely and efficiently;  
Exercise good judgement and extreme caution when driving;  
Maintain appropriate student behavior on a school bus or other transportation equipment;  
Perform appropriately in situations requiring tact, customer service, and diplomacy;  
Understand and carry out oral and written directions;  
Learn to operate a two-way radio;  
Exercise independent judgement and problem-solving skills related to specific areas of responsibility;  
Establish and maintain effective working relationships with those contacted in the course of work;  
Relate effectively with racially and ethnically diverse staff, students, and community.

### EDUCATION AND EXPERIENCE

#### Education:

Completion of the twelfth grade or equivalent thereof, supplemented by coursework or training in Assertive Discipline Techniques is desirable.

#### Experience:

Appropriate experience in the transportation of school children and be free of citations and motor vehicle code violations. Completion of a school bus driver training program.

### REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California Driver's License (Class B); possession of the California Special Driver's Certificate – School Bus. Possess a valid and current first aid certificate or pass a test given by the California Highway Patrol.

### PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

#### Strength:

Medium work - lifting, carrying, pushing and/or pulling of objects weighing up to 50 pounds. Physical dexterity in limbs and digits necessary to operate a motor vehicle.

#### Working Conditions:

Operate school buses or passenger vans of various sizes for prolonged periods of time requiring constant attention to traffic and road conditions while maintaining appropriate student behavior. A physical examination may be required prior to employment to this class, and every two years thereafter.

#### Pre-placement Physical: Class I