

BUS DRIVER**DEFINITION**

Under supervision of the Director of Transportation, operate a school bus over designated routes to transport school children and to do related work as required.

QUALIFICATIONS:

Education and Experience: Any combination equivalent to completion of the twelfth grade.

Licenses and Certificates: Must possess and maintain a valid State of California Class B driver's license and California School Bus Driver Certificate. Acquire and maintain valid First Aid and CPR certificate or endorsement by the California Highway Patrol within six months of employment.

DISTINGUISHING CHARACTERISTICS

- Positions in this class involve routine bus driving using any one of several types of buses.
- Physical and licensing requirements must be met.
- Split shifts, odd hours, and varying schedules are common.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Director of Transportation or designee, incumbent will:

- Communicate clearly, verbally and on radio.
- Drive a bus daily over designated routes in accordance with time schedules, pick up, and discharge students\passengers.
- Participate in administering the parent-paid transportation policy by checking bus passes and verifying paid status.
- Transport students and teachers on field trips to various locations, choosing the best route, and making departure and arrival time as scheduled.
- Maintain good order among students on the buses, following District policies regarding the disciplining of children and contact with parents and other citizens.
- Keep records of mileage, pupil load, fuel, and oil, and prepare reports of driving hazards and incidents.
- Perform daily inspection of bus, which includes maintaining appropriate fuel levels.
- Maintain bus in a safe operating condition through prescribed daily vehicle inspections including cleaning windows, headlights, mirrors, and bus interior and exterior; check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel.
- Maintain current knowledge of emergency evacuation procedures.
- Attend assigned safety meetings and programs.
- Follow procedure to ensure students\passengers are not left unattended on a school bus, activity bus, or youth bus.

KNOWLEDGE OF:

- Local geography
- Safe driving practices
- Provisions of the California Motor Vehicle Code and the Education Code as applied to the operation of vehicles in transporting school children

ABILITIES AND SKILLS:

- Operate a school bus exercising good judgment and extreme caution.
- Maintain order among students on a school bus.
- Learn a designated bus route, bus stops, and District traffic hazards.
- Follow verbal and written directions.
- Establish and maintain good working relationships with others.
- Climb up and down steps to enter or exit the vehicle.
- Reach and bend to check and adjust windows up or down as needed.
- Stoop, reach, bend, and/or stretch while walking through vehicle to maintain cleanliness and safety check of vehicle.
- Stoop and bend to check tires, etc., for safety check of outside of vehicle.
- Transport special needs students.
- Assist in the loading and unloading of special needs students as necessary; operate wheelchairs, lift and secure wheelchairs.
- Assist children off or on the bus as needed.

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- Escort children across streets or roadways, stopping traffic as necessary; report incidents which affect the safety of students as appropriate.
- Operate equipment, including wheelchair lifts and clamps, seat belts, safety vests and other adaptive equipment as necessary.
- Correctly demonstrate sufficient strength, mobility, and range of motion to arm lift 50 pounds and floor lift 50 pounds in an employee entrance evaluation.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a bus, climb steps, and reach overhead.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; read traffic signage, hear and understand speech at normal room levels and hear and understand speech on the telephone or radio; speak in audible tones aloud and on the radio so that others may understand clearly in normal conversations and over the sounds encountered while operating the bus.

WORK ENVIRONMENT:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate to loud.
- Employees in this position will be required to work in a bus or orthopedic transportation vehicle, in an outdoor environment with seasonal heat and cold or adverse weather conditions and come in direct contact with students, staff and the public.
- The environment includes exposure to fumes, dust, oil, grease and odors.