

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUS DRIVER

BASIC FUNCTION:

Under the direction of an assigned supervisor, operate a school bus or district vehicle over designated routes in transporting regular and special education students to and from school, activities and events; provide safe and efficient transportation for District students; perform daily inspections and basic maintenance of vehicle; assist in the loading and unloading of physically and mentally handicapped students as needed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Drive a school bus or assigned District vehicle along a designated route; pick up and discharge students in accordance with time schedules; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.

Transport students to and from school, special events and field trips as assigned; meet scheduled departure and arrival times as assigned; prepare related logs and reports.

Transport physically handicapped and mentally handicapped children to and from designated locations; lift and secure wheel chairs; assist in the loading and unloading of handicapped children as necessary.

Monitor students on bus and at bus stops; assure proper conduct and discipline on bus; prepare referrals according to established District policies regarding the discipline of students as necessary; conduct routine and emergency bus evacuation drills as directed.

Escort children across streets when necessary, stop traffic as necessary.

Conduct required daily safety (pre-trip) inspections of buses according to established procedures; check tires and thread as needed; operate assigned pre-trip inspection equipment as assigned; report mechanical malfunctions or other problems as required; prepare and maintain related records.

Utilize two-way radios for bus to bus and bus to base communications; communicate with dispatcher to discuss assignment changes or updates.

Maintain buses in a clean and safe operating condition according to established guidelines; wash, sweep and clean buses; refuel, basic service and prepare vehicle for operation; check bus regularly for items left behind by students.

Attend regular meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe and defensive driving practices.
Proper operations of school buses.
Applicable traffic and student transportation laws, codes and regulations.
Basic first aid procedures.
Basic record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.
Oral and written communication skills.

ABILITY TO:

Drive a school bus/District vehicle safely and efficiently.
Learn and apply policies and procedures related to student discipline on buses.
Maintain a safe discipline level among passengers.
Observe legal and defensive driving practices.
Learn and follow designated routes.
Maintain bus in clean and proper working condition.
Conduct safety inspections.
Administer first aid.
Maintain routine records.
Understand and follow oral and written directions.
Communicate effectively with others.
Meet schedules and time lines.
Operate a two-way radio.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent.

Experience: One year of experience in the operation of a motor vehicle.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid Class A or B unrestricted California State driver's license with passenger and air brake endorsements.
Valid California Special Driver Certificate with zero restrictions.
Valid First Aid Certificate issued by an authorized agency.
Valid Medical Examiner's Certificate

WORKING CONDITIONS:

ENVIRONMENT:

School bus and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil/grease and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting for extended periods of time while operating buses.
Hearing and speaking to exchange information.
Reaching, pulling and pushing to open bus doors.
Bending at the waist, kneeling or crouching to inspect and wash buses.
Reaching overhead, above the shoulders or horizontally.
Seeing to monitor passengers and operate a vehicle.
Lifting, carrying, pushing or pulling heavy objects.

HAZARDS:

Traffic hazards.
Potential contact with blood and other body fluids.
Potential for contact with blood-borne pathogens and communicable diseases.