

# HAMILTON UNIFIED SCHOOL DISTRICT

## Job Description

### JOB TITLE: DISTRICT BUS DRIVER

SALARY RANGE:	Range 11	DIVISION:	Classified
DEPARTMENT:	Transportation	LOCATION:	District
REPORTS TO:	Director of Maintenance/Operations/Transportation	WORK YEAR:	Based on job posting
APPROVED BY:	Governing Board	DATE:	December 14, 2022

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**SUMMARY:** Under the direction of the Director of Maintenance/Operations/Transportation will safely operate district buses and other vehicles for the purpose of transporting students to and from school and school sponsored events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other related duties may be assigned.*

The bus driver typically performs the following work:

1. Operate a school bus within prescribed route(s) in accordance with time schedules.
2. Pick up and discharge students at designated stops.
3. Transport students, teachers, etc. on special trips to various locations.
4. May transport special education students.
5. Escort and assist students on and off the bus and across streets.
6. Obey and follow all student transportation rules and regulations as outlined by:
  - a. The District
  - b. Department of Motor Vehicles
  - c. California Highway Patrol
  - d. California Department of Education
7. Recognize problems that may interfere with the welfare of students and implements solutions.
8. Maintain order and proper discipline of student passengers.
9. Instruct students on safety regulations and policies related to passenger conduct.
10. Ensure safety of passengers.
11. Administer first aid as necessary.
12. Evacuate the vehicle in a safe and timely manner when necessary.
13. Conduct periodic evacuation drills.
14. Conduct daily safety and operations inspection of assigned vehicle.
15. Recognize malfunctions in equipment and report needed mechanical repair.
16. Perform routine servicing of bus, including fueling, checking oil, water, and power steering fluid levels.
17. Clean bus interior.
18. Repair seats using a bonding kit for minor repairs and replace seat covers as needed.
19. Clean the exterior of the bus, including steam cleaning, washing, and polishing the bus.
20. Maintain records and prepare reports (for example, log books).
21. Maintain student lists and check bus passes.

22. Attend and participate in staff meetings and in-service activities.
23. Attend workshops, conferences, and classes to increase professional knowledge.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or General Educational Development (GED) equivalency certificate is required. One (1) year of related experience preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions. Ability to complete forms legibly and with accuracy. Effectively communicate in writing when required.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES AND LICENSES:** Valid California Commercial Driver's License, class B or higher, with Passenger Endorsement. Valid California Special Driver Certificate for School Bus, Valid Department of Motor Vehicles Medical Examiner's Certificate, and a DMV driving record print out. Proof of automobile insurance as stipulated by the State of California. (all above required by the first day of service)

**OTHER SKILLS AND ABILITIES:** Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and board policies.

**PHYSICAL DEMANDS:** The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move fifty (50) pounds or more. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing these job functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously interacting with public, staff, and students. The employee frequently will be required to meet multiple

demands from several people. 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 and it may occasionally be heavy. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and minor risk of electrical shock.