12 MONTH SCHOOL BUS DRIVER
(General & Special Education)

Purpose Statement

The job of a 12 Month School Bus Driver is done for the purpose/s of transporting students over designated scheduled mountain routes and/or to/from special excursions during the regular school year and summer programs including ESY, ELOP, and AIM High. These routes may encounter hazardous winter weather conditions in highly congested tourist areas. A 12 Month School Bus Driver must ensure safe and efficient vehicle operation and ensure the safety of general and/or special education students during transport, loading, and unloading from buses.

Essential Functions

- Assesses potential emergency situations for the purpose of taking appropriate action to protect the well-being of passengers.
- Assists students and other passengers for the purpose of providing safe entrance and exit from buses during emergency situations (bus evacuations) and normal transport.
- Monitors and enforces the student bus pass tracking system, bus operations, route conditions, and rider activities for the purpose of ensuring the safety of passengers.
- Installs and uninstalls vehicle traction devices including tire chains when weather conditions require.
- Inspects assigned vehicles manually as well as with an electronic vehicle information reporting and student tracking system (e.g., pre and post-trip checklist, brake and air system, oil levels, coolant levels, tire pressure, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition as required by state and federal laws.
- Prepares documentation (e.g. incident reports, inspections, student count, passenger misconduct, mileage, etc.) for the purpose of providing written support and/or conveying information.
- Drives school vehicles (e.g. buses, vans, etc.) for the purpose of transporting general and/or special education students, and student supervisors over scheduled routes to and from school during the regular school year, summer programs, and/or field trips.
- Maintains fluid levels in the assigned vehicle (e.g. fuel, oil, coolant, etc.) for the purpose of keeping the vehicle in a safe operating condition.
- Communicates with a variety of people (e.g. general and/or special needs students, student supervisors, parents, site staff, police, etc.) for the purpose of providing and/or acquiring information relating to job functions.
- Conducts semiannual drills for the purpose of ensuring the ability to respond efficiently to emergency situations.
- Informs and directs students, school personnel, parents, etc. regarding practices and procedures during incidents (e.g. safety, enforcing rules, regulations, laws, procedures, etc.) for the purpose of maintaining safety, providing information for follow-up action and/or proper safety and emergency procedures.
- Cleans and maintains district vehicles as assigned by the Transportation Department Administration, both interior and exterior for the purpose of ensuring the safety, appearance, and sanitation of vehicles.
- Monitors general and/or special education students until released to teacher, instructional assistant, parent, etc. for the purpose of ensuring the safety of students.
- Orients substitute bus drivers assigned to general or special education routes for the purpose of providing information about procedures followed to assist student passengers.

Other Functions

- Advises general and/or special education students, student supervisors, and other passengers of behavior requirements for the purpose of enforcing rules and regulations and maintaining safety.
- Operates specialized bus or vehicle as assigned for the purpose of accommodating wheelchairs and equipment necessary for students with special needs.
- Administers first aid and medical assistance for the purpose of providing appropriate care for ill, medically fragile, and/or injured children.
- Assist with tasks in the Garage and/or Dispatch Office as requested by the Transportation Administration including but not limited to cleaning, organizing, inventorying, stocking, filing, and answering the phones and radio.
- Attends meetings and trainings for the purpose of maintaining skills and meeting the requirements of a school bus driver certificate.
- Assists general and/or special education students for the purpose of providing health care and other special needs during transport, safe ingress, and egress from buses including both emergency situations and normal transport.
- Other duties as assigned, as it pertains to the safe and efficient operation of transportation.

Job Requirements & Skills

Skills

Skills are required to perform single, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; preparing and maintaining accurate records; and operating various types of buses under varying driving conditions.

Knowledge

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; 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; provisions of the California Motor Vehicle Code and Education Code applicable to the operation of school buses; and first aid practices

Ability

Ability is required to use job-related equipment. Flexibility is required to work independently with others in a wide variety of circumstances; and the ability to work with significantly diverse individuals and/or groups. In working with others, problem-solving is required to identify issues and create action plans. Specific abilities required to satisfactorily perform the functions of the job include: safely and efficiently operating a school bus and related equipment (attached and unattached) including the ability to install and uninstall chains in a variety of weather and traffic conditions; work split shifts and extended hours; follow predefined bus routes and obtain information critical to ensure passenger safety upon egress from bus; exercising sound judgment, being attentive to detail; communicating with diverse groups; displaying tact and courtesy; maintaining an understanding of the special needs of students and their parents; meeting deadlines and schedules; and working with constant distractions.

Responsibility

Responsibilities include working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of some 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.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: lifting, carrying, pushing, and/or pulling; significant arm movement; climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 65% sitting, 25% walking, 10% standing, and up to 35 lbs. lifting. The job is performed under extreme temperature variations and some hazardous conditions.

Experience:
Job-related experience is desired.

Certificates & Licenses:
Valid Class A or B Driver's License with Passenger Endorsement
School Bus Operator's Special Certificate
First Aid/CPR Certificate

Education:
High School Diploma or equivalent

Clearances:
TB Clearance
Pre-Employment Medical Assessment
Drug Screening
Clean Driving Record

Additional Qualifications
Ability to travel to other sites/locations

Required Testing
Successful Completion of the Pre-Employment Process

Continuing Education/ Training
Training attendance at workshops safety meetings, and required classes as appropriate

Work Year
260