

**CLASSIFIED JOB DESCRIPTION**

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**BUS DRIVER**

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**JOB SUMMARY:**

Under general supervision, operates a school bus, transports and supervises pupils/passengers on prescribed route applying safe driving principles in vehicle operation; and committed to teamwork, collaboration, and cross-training to provide optimum services for students, staff, and community; and performs other duties as assigned.

**ESSENTIAL JOB FUNCTIONS:**

- Operates school buses over scheduled routes and on special excursions, and operates various bus types.
- Reads and interprets route sheets and maps.
- Maintains bus in safe operating condition through daily inspections of vehicle, and cleanliness of windows and interior of bus on a daily basis, including sanitation methods as necessary.
- Responsible for route accuracy and reporting schedule conflicts.
- Boards and discharges pupils/passengers at designated bus stops or trip destination.
- Ensures no remaining pupils/passengers, equipment, and cargo are on board the bus after each run or trip destination.
- Monitors, instructs passengers on proper bus behavior and emergency procedures for riding the bus, while waiting at bus stops in accordance with regulations and District policies.
- Escorts pupils across streets and roadways.
- Assists pupils with disabilities and may be required to lift/assist pupils with mobility limitations.
- Submits and maintains daily routine records and reports as required: including vehicle condition reports, trip sheets, green mileage sheets, and student counts.
- Fuels (fluids) buses, and maintains oil and water levels.
- May operate a hydraulic lift.
- Ensures proper securement of mobility equipment, installation of, and application of Child Safety Restraint Systems (CSRS), and other occupant positioning devices.
- Loads, unloads, and ensures security of equipment/cargo, including storage of wheelchair restraint system.
- May direct/instruct an employee serving in capacity of Bus Attendant on assigned route.
- Communicates and documents records concerning pupil conduct, incidents, and accident reports.
- Attends meetings, training sessions, and workshops as required.
- Communicates rules, regulations, laws, and procedures.
- Orients parents, pupils, and school personnel.
- Monitors, conducts, and responds to communications with department staff via two-way radio, assigned cell phones, cubicle messages, postings, and board information.
- Administers first aid according to established guidelines.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Ability to maintain proficiency in bus driving; evaluate situations and ascertain proper action; report mechanical malfunctions and other problems as required; maintain bus in clean and proper working condition; operate a mechanical lift device; load and unload mobility equipment; install and apply other supportive devices; may be required to physically lift; understand and carry out both oral and written communications; read and interpret route sheets and street maps; operate a two-way radio; learn and apply District policies and procedures; utilize interpersonal skills which reflect patience, tact, and courtesy; interact effectively and professionally under pressure; exercise good judgment and discretion; and maintain cooperative relationships with those contacted in the course of work.
- Knowledge of the laws and regulations applicable to the operation of vehicles and personnel involved in the transportation of pupils; safe driving principles and procedures; first aid; requirements of and usage of mobility equipment and other supportive devices; and knowledge and ability to use all types of wheelchair securement.
- High school diploma or GED required.
- Must have a good driving record. Must have and maintain the following documents: California Commercial Driver License Class A or B with “Air Brake” and “Passenger” endorsements, California School Bus Driver Certificate with no limitations (except “Automatic Transmission Only” is acceptable) preferred, or if limited, have capability and agree to upgrading to no limitations (except “Automatic Transmission Only”), and Medical Examiner's Certificate. Must be able to traverse 12½-inch aisles on school buses. Must be able to kneel, squat, bend, climb, twist, and safely enter/exit a school bus through the emergency exits.

*Classified Salary Schedule: Range 26*  
*BOARD APPROVED: 2/22/93*  
*REVISION DATES: 10/1/96*  
*3/25/03*  
*11/16/04*  
*07/18/23*  
*08/09/2023*