Position: Maintenance/Bus Driver	FLSA: Non-exempt
Department: Transportation	Salary Grade: 10
Reports to: Director of Transportation or Designee	

OVERALL OBJECTIVE AND SUMMARY

This position is responsible for basic bus maintenance including, but not limited to, steam cleaning buses and repairing seats and windows. May be assigned to drive a school bus over designated routes for the purpose of transporting students to and from school and on special trips.

Drivers must complete the training and licensure required by the State

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Steam cleans bus chassis. Removes and replaces bus seat covers. Disassembles and reassembles bus window frames; replaces broken windows.
- May be assigned to basic bus maintenance including, but not limited to, service of fuel and oil, inspection and replacement of accessories, and changing of tires.
- May drive a school bus over designated routes in accordance with time schedules, picking up or discharging students, and driving for special events.
- Escorts students across streets and roadways when necessary, stopping traffic as needed.
- Loads, unloads, and secures students.
- Assures that required safety devices are secure and properly used, e.g. seat belts, car seats, harnesses.
- Assures that ambulatory devices are secured and properly stored
- Transports students, parents, and teachers on field trips to various locations making departure and arrival times as scheduled.
- Inspects bus prior to operation for safety purposes. Cleans windshields and headlights. Cleans interior and exterior of buses as needed, including, but not limited to, picking up debris, sweeping and mopping floor, and wiping and cleaning upholstery. May service bus with fuel and oil.
- Maintains appropriate behavior among students on buses and at bus stops. Follows District policies regarding student control and regarding contact with parents and the public.
- Reports problems or equipment malfunctions to the appropriate authority.
- Reports incidents affecting the safety of students to the appropriate supervisor.
- Performs first aid or emergency assistance. Files accident reports with appropriate personnel.

- Maintains records of all trips.
- Attends scheduled safety meetings and safety programs.
- Completes records as required by State and District laws and policies.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and skills:

- Requires a working knowledge and understanding of safe bus driving practices sufficient to recognize problems and take appropriate action.
- Must have a basic understanding of State laws, rules and regulations and Education Code sections pertaining to school bus operations and pupil transportation.
- Must know and understand how to apply first aid.
- Requires sufficient communication skills to maintain harmony within a work team and with students.
- Terminology, policies, practices and procedures of the area to which assigned.
- Departmental procedures and standing instructions related to work performed.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Safely and effectively use simple hand tools.
- Use a high-pressure steam cleaning wand to clean bus chassis overhead.
- Tolerate extreme temperature, grease, and soiled conditions.
- Perform all of the duties of the position with minimal supervision.
- Drive a school bus safely and efficiently while keeping to well-established schedules and time lines.
- Maintain order among students, both while driving and at bus stops.
- Recognize malfunctions in equipment and take appropriate action.
- Maintain the assigned vehicle in clean and safe operating condition.
- Administer first aid to ill or injured students.
- Learn designated bus route, including stops and traffic hazards.
- Perform routine, repetitive tasks on a continuous basis and to sit for prolonged periods of time.
- Maintain required records.
- Communicate effectively with staff, students, parents and members of the general public.
- Read and write sufficiently to perform all of the duties of the position including understanding applicable laws, regulations and codes required.
- Apply District and other applicable rules and regulations pertaining to pupil transportation.
- Operate a school bus observing all pertinent safety and transportation regulations.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Pass a qualifying employee entrance evaluation.

Adopted: June 2001
Revised: December 17, 2003
Range Updated: July 1, 2025 per CBA

PHYSICAL ABILITIES

This position requires:

- Arm-hand and leg-foot dexterity to drive a bus.
- Visual acuity including depth perception.
- The ability to sit or stand for prolonged periods of time.
- Hearing sufficient to be aware of traffic and road distractions/conditions and listen to passengers.
- The ability to lift passenger ambulatory aids such as wheelchairs on to platforms**.**
- The ability to assist special needs students/wheelchair users and to lift/carry 50 lb.

EDUCATION AND EXPERIENCE

Requires:

- High School diploma or the equivalent.
- Successful completion of 20 hours of classroom instruction related to skills and safety requirements for driving a school bus.
- Successful completion of 20 hours of instruction behind the wheel of a school bus.

LICENSES AND CERTIFICATES

Requires:

- Valid Commercial Driver's License
- Medical examination card
- Valid California Special Driver Certificate for school bus with no restrictions except numbers "1" (automatic transmission only) and "6" (first aid test waived)
- Valid ARC First Aid/CPR Certificate

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