Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **BUS DRIVER/DRIVER TRAINER**
Department: Transportation
Report To: Transportation Director

SUMMARY:
Responsible for driving with good judgment for the safe transportation of students and providing mandated training for Bus Drivers within the department

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Must observe the legal statutes governing the operation of school buses at all times.
- The driver will control the actions of students on his bus and keep an accurate count of students transported daily.
- He/she will drive the bus in such a manner as to care for its mechanical operation, report any mechanical failures at the end of each run or if necessary stop said bus and report to his/her superior in the event it appears unsafe to continue driving.
- Must dress in a neat manner and refrain from any unnecessary discussion with passengers.
- Plans and supervises driver training for new bus drivers and/or drivers who need to be retrained/certified
- Tests bus drivers on designated routes and all aspects of safe driver protocols, including, but not limited to, time schedules, picking up/dropping off passengers, field trip safety, escorting children across crosswalks, bus safety inspections, etc.
- Supports record keeping and documentation of driving hazards and incidents
- Conducts annual retraining and proficiency program for all bus drivers that includes reaffirming provisions of safe driving practices as defined by the California Department of Motor Vehicles, the California Motor Vehicle Code, and California Education Code
- Drive routes daily as needed

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 education degree (GED). Possess a Class B license, and Special driver's certificate**,** with at least five years experience of successful and safe performance of school bus operations and driving. Must have successfully completed the California State Department of Education School Bus Drier Instructor Academy Course, or is able to do so within six months of hire. Must have no points on driving record and be able to pass physical, including drug tests.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

MATHEMATICAL SKILLS:
Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:
Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:
Ability to work in a friendly manner with co-workers and students. Must be competent and trustworthy and show good judgment in addition to the ability to drive the bus. Ability to read and understand maps. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:
The physical demands described 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 continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm or finger motion many times. The employee frequently uses hand strength to grasp tools, and is continuously driving on the job. The employee must occasionally lift and/or move up to 75 pounds such as students. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with **the** public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.