

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Bus Driver

**Classification:** Classified

**Reports to:** Site Administrator

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

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### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

Licenses and other Requirements:

Valid Class B driver's license with passenger endorsement.

Valid restricted or unrestricted California School Bus Driver Certificate.

Valid Medical Card.

### **SUMMARY**

Under the direction of the Director-Transportation, operate and maintain school buses to transport students safely and efficiently to an assigned location using a designated route; perform regular safety inspections; prepare a variety of records and reports related to assigned activities.

### **SPECIFIC RESPONSIBILITIES**

1. Drive a school bus along a designated route; pick up and discharge students in accordance with time schedules; stop traffic and escort students across streets as necessary.
2. Observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.
3. Maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with District policies related to disciplining students; prepare related reports as necessary.
4. Conduct required daily safety inspections of buses, inspecting the interior, exterior and engine of the vehicles; report mechanical malfunctions or other problems as required; prepare and maintain related records.
5. Maintain buses in a clean and safe operating condition; wash, sweep and clean buses; refuel vehicles as necessary.
6. Transport students, faculty and parents on field trips or other events; meet scheduled departure and arrival times as assigned; prepare related logs and reports.
7. Assist handicapped students to board, sit in and leave the bus safely; assist students in wheelchairs by loading and securing chairs before departure and assuring students are safely fastened into their seats; utilize wheelchair lifts and tie-downs.
8. Determine appropriate action in potential or real medical emergency situations according to established guidelines; administer first aid to passengers as needed.
9. Maintain routine records related to assigned activities.
10. Attend safety meetings and programs as assigned.
11. Perform related duties as assigned.

## **SPECIFIC QUALIFICATIONS**

Knowledge of:

- Safe and defensive driving practices.
- Proper operations of school buses.
- Applicable traffic and student transportation laws, codes and regulations.
- Basic first aid procedures.
- Basic record keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

Ability to:

- Drive a school bus safely and efficiently.
- Learn and apply District policies and procedures related to student discipline.
- Maintain a safe discipline level among passengers.
- Observe legal and defensive driving practices.
- Learn and follow designated routes.
- Maintain bus in clean and proper working condition.
- Conduct safety inspections and perform routine preventive maintenance.
- Administer first aid.
- Maintain routine records.
- Understand and follow oral and written directions.
- Communicate effectively with others.
- Meet schedules and time lines.

## **PHYSICAL ABILITIES**

ENVIRONMENT:

School bus and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

Evening or variable hours.

Exposure to fumes, dust, odors and oil/grease.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting for extended periods while operating buses.

Hearing and speaking to exchange information.

Reaching, pulling and pushing to open bus doors.

Bending at the waist, kneeling or crouching to inspect and wash buses.

Climbing ladders or steps.

Reaching overhead, above the shoulders or horizontally.

Seeing to monitor passengers and operate a vehicle.

Lifting moderately heavy children or objects.

**PHYSICAL DEMANDS SUMMARY:** Requires ability to sit frequently. Requires the ability to walk, stand, bend, and squat occasionally. Requires the ability to twist neck constantly, as well as twist waist occasionally. Requires the ability to grasp with both hands constantly, as well as reach above the shoulders occasionally. Requires the ability to constantly push and pull with both arms, such as a bus door. Ability to occasionally push and pull up to 115 pounds. Must have the ability to step up and step down 18 inches constantly.

HAZARDS:

Traffic hazards.

Driving a vehicle during adverse weather conditions.

Working at heights while inspecting and cleaning the buses.

Fumes from chemical cleansers and bus operation.