Redlands Unified School District

SCHOOL BUS DRIVER

DEFINITION
Under general supervision, operate a school bus or transportation vehicle over designated routes within an established time schedule; transport students to and from school and on special event trips; perform daily inspections of a school bus and transportation equipment; and do other related work as required.

ESSENTIAL FUNCTIONS
Drive a school bus or transportation vehicle over assigned routes in accordance with an established time schedule; transport students to and from school; load and unload students safely at designated stops and on study trips; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes, and regulations; stop traffic and escort students across streets when necessary; conduct daily pre-operative safety inspection on assigned vehicle; inspect the interior, exterior, braking and electrical systems, engine, and tires; sweep, clean, and refuel buses; maintain bus or transportation vehicle in a clean and orderly condition, and inspect and report any and all mechanical defects or malfunctions; adhere to policies and procedures in maintaining appropriate student behavior and public contacts concerning transportation problems and concerns; complete daily transportation activity record, including number of students transported, type of trip, standby time, and route reports; transport special education students with varied learning, emotional, and behavioral needs and physical handicaps and secure them in seatbelts, safety vests, or other restraints depending on the needs of the student; lift and secure wheel chairs with tie-downs and assist in the loading and unloading of students with physical handicaps as necessary, including pushing chairs on and off the ramp and operating the lift; administer basic first aid as required and contact appropriate administrators and/or authorities in case of any serious illness or injury; conduct student emergency bus evacuation drills as required; report all accidents and complete required reports; may prepare and submit student referral forms as needed; maintain and submit reports such as time cards, school bus inspection forms, and mileage charts; attend and participate in transportation safety and in-service training workshops and meetings.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES
Knowledge of:
Safe driving practices and techniques;
Basic first aid procedures and methods;
Safety and maintenance requirements of school busses and other student transportation equipment;
Provisions of the California Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of school children;
Provisions of the Highway Patrol Handbook 82.7.

Ability to:
Drive a school bus and other transportation equipment safely and efficiently;
Exercise good judgement and extreme caution when driving;
Maintain appropriate student behavior on a school bus or other transportation equipment;
Perform appropriately in situations requiring tact, customer service, and diplomacy;
Understand and carry out oral and written directions;
Learn to operate a two-way radio;
Exercise independent judgement and problem-solving skills related to specific areas of responsibility;
Establish and maintain effective working relationships with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:
Completion of the twelfth grade or equivalent thereof, supplemented by coursework or training in Assertive Discipline Techniques is desirable.

Experience:
Appropriate experience in the transportation of school children and be free of citations and motor vehicle code violations. Completion of a school bus driver training program.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California Driver's License (Class B); possession of the California Special Driver's Certificate – School Bus. Possession of an Air Brake endorsement and operate a Type I school bus or must be able to obtain within six (6) months of hire date (prior to 6-month anniversary) for probationary employees. Possess a valid and current first aid certificate or pass a test given by the California Highway Patrol.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:
Medium work - lifting, carrying, pushing and/or pulling of objects weighing up to 50 pounds; push or pull children in wheelchairs; sit for extended periods of time when operating a transportation vehicle; walk on level surfaces and uneven slippery surfaces; climb vehicle stairs; stand for extended periods of time; stoop and bend at the waist; use of both legs; fine coordination including power grasping; wrist/arm coordination; grasp/hold and reach; color, near, and night vision; depth perception; use of both eyes with/without corrective lenses; sense of smell; hear and speak to exchange information; able to distinguish sounds in a transmission or engine; physical dexterity in limbs and digits necessary to operate a motor vehicle.

Working Conditions:
Operate school buses or passenger vans of various sizes for prolonged periods of time requiring constant attention to traffic and road conditions while maintaining appropriate student behavior; driving in various road and weather conditions; traffic hazards; exposure to fumes, dust, odors, and oil/grease; a physical examination may be required prior to employment to this class, and every two years thereafter.

Pre-placement Physical: Class I