



## JOB DESCRIPTION

### Bus Driver/Maintenance & Operations Support



|                         |                                                    |                                                     |              |
|-------------------------|----------------------------------------------------|-----------------------------------------------------|--------------|
| <b>Reports to:</b>      | Maintenance, Operations and Transportation Manager | <b>Employment Group / Salary Range:</b>             | CSEA Range L |
| <b>Dept:</b>            | Administrative Services                            | <b>FLSA:</b>                                        | Non - Exempt |
| <b>Annual Work days</b> | 261                                                | <b>Formal Review Date:<br/>Board Approval Date:</b> | 7/28/25      |

### PRIMARY FUNCTIONS

Under general supervision of the Maintenance, Operations, and Transportation Manager, will operate a school bus to transport students to and from school, for field trips, sporting events or other special events. In addition to driving the bus, a variety of work including custodian, maintenance and grounds work will be required, depending on the needs of the District. This position will require varied hours, which may include evenings or weekends.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Transports students to and from school, transport students and teachers on field trips, sporting events or special events to various locations.
- Visually verify passengers are properly secured using appropriate safety equipment.
- Escorts children across streets, stopping traffic when necessary.
- Fills buses with fuel and performs a complete safety check before driving the bus.
- Assists in maintaining the bus in safe operating condition and advises on repairs needed.
- Cleans windshields, headlights and may occasionally wash buses, operate mobile radio equipment on buses.
- Maintains good order among students on the bus following District policies regarding disciplining children.
- Drives other District equipment such as cars and vans.
- Assists with principals and/or parents regarding disciplinary problems.

- Maintains a variety of records as required, including the daily bus report.
- Maintains regular and prompt attendance in the workplace.
- Supervise and conduct bus fire and safety drills.
- Maintains landscaped areas and operates a variety of hand and motorized equipment.
- Performs mechanical work, repairs, and rebuilds to maintain buildings in an operating status.
- Perform custodial duties for the M & O building and as needed throughout the district.
- Performs other related duties as required.

### **QUALIFICATIONS**

- Education: High school diploma or equivalent.
- Must complete and pass a 40 hour school bus training course; pass the commercial driver's license test, which includes knowledge of passenger management and brakes.
- Have two years driving experience, preferably to include bus or truck operation.
- Ability to meet the requirements of the State Department of Motor Vehicles and Highway Patrol,
- Possess a valid Class B Commercial License,
- California School Bus Driver's License and be insurable.

Licenses, Certificates and Other Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program is required.

Current CPR/First Aid certification

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of –

- Safe, defensive and efficient driving practices and techniques
- Laws, rules and regulations pertaining to the transportation of students  
including provisions of the California Motor Vehicle Highway Patrol Passenger
- Transportation Safety Handbook (HPH 82.7) and all revisions thereof
- Knowledge of Education Code applicable to the operation of vehicles transporting school students; methods, practices and procedures used in required first aid and emergency conditions.
- Geography of the District.

- Demonstrates effective methods of student supervision and discipline.
- Must pass a physical examination and a drug test.
- Ability to plan for, carry out and complete extra-curricular trips including athletic trips.
- Requires a basic knowledge and understanding of the procedures, methods, and techniques of grounds and landscape maintenance.
- Requires a thorough knowledge of the uses and purpose of general maintenance, hand and power tools and equipment.
- Methods, practices and techniques used in custodial work
- Relevant State and Federal regulations and procedures

#### Skills and Ability to –

- Assist children in and out of restricted space in emergencies.
- Speak, read, and write in English fluently at a professional level.
- Write reports and business correspondences.
- Establish and maintain ongoing cooperative and collaborative relationships with school district staff, key public agencies, advisory groups, auxiliary organizations, and other community partners.
- Read, analyze and interpret governmental regulations/codes/policies.
- Operate a computer, including word processing, data management software, student information systems, and online virtual platforms.
- Learn various computer operations and software required for the position.
- Work with a minimum of supervision.
- Ability to read and develop a variety of routes, schedules and maps.
- Analyze situations and plan corrective actions.
- Adapt to changes in daily responsibilities.
- Maintain accurate records and reports.
- Read, interpret, and apply rules and procedures.

### **PHYSICAL AND MENTAL REQUIREMENTS**

#### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

**Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is often required to climb or balance and stoop, kneel, crouch or crawl. The employee is often required to lift up to 50 pounds to waist height. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines.

**WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee frequently works outdoors exposed to weather conditions.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

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***Employee Signature***

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***Date***

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***Name Printed***