

SAN YSIDRO SCHOOL DISTRICT

TITLE: Bus Driver

DEPARTMENT: Maintenance/Operations

FLSA: Non-Exempt

REVISED: September 2022

REPORTS TO: MOTF Manager

CLASSIFICATION: Classified (10 month)

SALARY: Classified Schedule Steps 12-16

Board Approved: October 2022

BASIC FUNCTION: Under the direction of the Maintenance, Operations, Transportation and Facilities, the bus driver shall be responsible for the transportation and safety of passengers, care and maintenance of the bus, adherence to all policies, regulations, procedures, and other regulatory directives as may be issued by the School District and other governmental agencies responsible for regulations effecting the transportation of school children and others riding school busses.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- The bus driver shall be responsible for the conduct and safety of passengers at all authorized bus stops during loading operations.
- The bus driver shall adhere to the assigned route, stops, and destinations unless an extreme emergency situation warrants a change to insure the safety of passengers; in such cases the driver shall make and be responsible for any change.
- The bus driver shall make maximum efficient use of fuel, vehicle and driver time without jeopardizing passenger safety and/or incurring liabilities for himself and/or the District.
- The bus driver shall operate the bus and maintain passenger control in such a manner that will reflect favorably on oneself and the school district.
- The bus driver shall make daily safety checks of the assigned vehicle prior to the loading and transportation of passengers.
- The bus driver shall obey all regulatory directives as may be issued by the school district, person in charge of District transportation and other governmental agencies controlling school busses.
- The bus driver shall accurately complete and maintain all records relating to the transportation of pupils.
- The bus driver shall make recommendations for the improvement of transportation service, safety of passengers, etc. to the person in charge of District transportation.
- The bus driver shall be responsible for the exterior and interior cleanliness of the bus on a regularly scheduled basis.
- The bus driver shall be responsible for the regularly scheduled inspection of the interior and exterior of the bus for damage, vandalism, excessive wear, or other things which might detract, impair, or otherwise make the bus an undesirable transportation vehicle.
- The bus driver shall be responsible for emergency situations, which might prove to be nauseous, offensive, or dangerous to the passengers.

- The bus driver will be responsible for proper fueling, lubrication, tire pressure, cooling, and other such service, visual maintenance checks on a regularly scheduled basis, and where and when appropriate while driving, so as to insure the proper functioning of the bus and the Districts transportation system.
- The bus driver shall operate the bus in such a manner as to insure maximum efficient and safe operation of the bus with a minimum of vehicle maintenance.
- The bus driver shall accurately complete and maintain all records relating to the care and maintenance of the bus.
- The bus driver shall report all incidents, events, accidents, etc., relating to the care and maintenance of the person in charge of District transportation.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Possession of valid California Class BP Driver's License (CDL)
- Medical examiner's certificate (DL 51A)
- California Highway Patrol School Bus Special Certificate (DL 45)
- First Aid Certificate issued by the American Red Cross or the California Highway Patrol
- High School Diploma / GED

WORKING CONDITIONS:

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information. Sitting or standing for extended periods of time; dexterity of hands and fingers to operate office and/or vehicle equipment. Ability to retrieve stored files; lifting light objects.