RIALTO UNIFIED SCHOOL DISTRICT
CLASSIFIED

SCHOOL BUS DRIVER

DEFINITION:

Under the direction of an assigned Administrator, operates a school bus or transportation vehicle over designated routes within an established time schedule; transports students to and from school and on special events trips; performs daily inspections of a bus or transportation equipment; and performs other related duties as assigned and/or required.

ESSENTIAL DUTIES:

- Drive a school bus or transportation vehicle over assigned routes in accordance with an established time schedule; pick up and discharge students in accordance with time schedules; observe legal and defensive driving practices; ensure compliance with applicable traffic and student transportation laws, Federal/State codes and regulations.
- Assist in evaluating transportation routes and reports unsafe road conditions.
- Transport children to and from school; load and unload students safely at designated stops.
- Adhere to policies and procedures in maintaining appropriate student behavior; maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with policies related to disciplining students.
- Stop traffic and escort children across streets.
- Conduct required CHP daily safety inspections of school buses; inspect the interior and exterior of buses to ensure safe operational condition; report mechanical defects/malfunctions or other problems as required.
- Transport students, staff and parents on field trips or other events; meet scheduled departure and arrival times as assigned.
- Prepare and maintain related records, logs and reports including daily transportation activity record regarding the number of students transported, mileage, type of trip and standby time.
- Maintain buses in a clean and orderly condition; wash, sweep and clean buses; refuel, service and prepare vehicle for operation.
- Determine appropriate action in emergency situations according to established guidelines; administer first aid as required and contact appropriate administrators in case of serious injury or illness.
- Respond to public contacts concerning transportation problems and concerns.
- Plan, organize and implement student safety and pupil transportation vehicle evacuation drills.
- Utilize two-way radios for bus to bus and bus to base communications.
- Attend safety meetings and programs as assigned.
- Transport children with special needs and physical handicaps, as needed; ensure that students with special needs are seated safely and that seat belts, harnesses and wheelchair clamps are secured as required.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Safe and defensive driving practices.
- Proper operations of school buses.
- Safety and maintenance requirements of bus and other pupil transportation equipment.
- Provisions of the California Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of school children.
- Applicable traffic and student transportation laws, codes and regulations.
- Basic first aid procedures and methods.
- Basic recordkeeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

ABILITY TO:

- Learn and apply policies and procedures related to student discipline on buses.
- Maintain appropriate student behavior on a school bus or other transportation equipment.
- Perform appropriately in situations requiring tact and diplomacy.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- 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 timelines.
- Operate a two-way radio.

EDUCATION AND EXPERIENCE

EXPERIENCE:

One year of paid experience in the transportation of school children, or the completion of a school bus driver training program. Recent job-related experience within the last five years is required.

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Possession of a valid California Motor Vehicle Operator's Class B License with air brake, passengers, and school bus endorsement.
- Possession of a valid California School Bus Driver's Certificate issued by the California Highway Patrol.

- Valid Medical Examiner's Certificate (Form MCSA-5876).
- Valid First Aid and CPR Certificate issued by an authorized agency.
- Insurability by the District's liability insurance carrier.

PREFERRED QUALIFICATIONS:
N/A

WORKING CONDITIONS:

ENVIRONMENT:
Indoor/outdoor school bus work environment. Traffic hazards. Driving a school bus. Fast-paced environment with changing priorities.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions:

- Will occasionally exert 20 to 50 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will involve sitting for extended periods of time while operating a student transportation vehicle and will involve walking or standing for brief periods.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing written and oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate equipment, use hand tools, and to handle and work with various objects and materials.
- Will infrequently exert 51 to 100 pounds with assistance.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:
Traffic hazards.

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