FULLERTON SCHOOL DISTRICT
UNCLASSIFIED

BUS DRIVER TRAINEE

JOB SUMMARY

Under direction of the Transportation Department, receives instruction for the purpose of acquiring the necessary skills to safely and effectively operate a school bus over designated routes within established time schedules.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the Bus Driver classification such that the Trainee position will be learning the primary duties of and working towards full certification and licensure to become a qualified School Bus Driver.

SUPERVISION RECEIVED AND EXERCISED

The Assistant Director of Transportation or other assigned administrator provides general supervision to the incumbents in this position. The incumbents receive training from the School Bus Driver Instructor. The incumbents do not supervise other employees.

EXAMPLES OF DUTIES- Duties may include, but are not limited to, the following:

- Will receive instruction to:
  - operate a school bus over designated routes within established time schedules;
  - safely transport students to and from school and on special event trips;
  - perform daily inspections of a bus or other transportation vehicles;
  - understand mechanical functions of a school bus and its systems;
  - prepare reports concerning maintenance needs;
  - load and unload students safely;
  - manage student behavior and assist handicapped students;
  - administer first aid;
- With immediate supervision, drives a school bus.
- Completes and prepares simple records.
- May wash, sweep, clean, or refuel buses and other automotive equipment.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Experience: Bus Driver experience not required.

Knowledge of: Safe driving practices; provisions of the California Motor Vehicle Code.

Ability to: Drive a motor vehicle safely and efficiently; follow oral and written instructions; learn and carry out prescribed safety checks; keep simple records; work cooperatively with students, parents, school officials and other employees; maintain insurability to drive a District Vehicle; comply with mandatory child abuse reporter training requirements as part of preemployment and on an annual basis.

License & Certificates: Possession of a valid Class A, B or C California Motor Vehicle Operator's License. Within the first three (3) months of employment must obtain; a Valid Class A or B Motor Vehicle Operator's license with passenger transportation, "S", and air brake endorsements, a California Special Driver Certificate valid for school bus driving and a Current DL-51 Medical Card. Must have a current DMV H-6 printout to be submitted with the job application.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this driver category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: The employee's work environment in this job series consists mainly of a school bus and outdoor environment. Employees drive continuously and may be required to work evening and/or variable hours. There is also exposure to fumes, dust, odors, oil/grease and seasonal heat, cold and adverse weather conditions. While performing the duties of this job, the employee regularly works near moving mechanical parts. Positions are subject to constant interruption and severe time constraints and are in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations. Employees may also work without direct supervision and are responsible for the safety and well-being of passengers. The noise level is loud and employees may have to raise their voice to be heard.

Physical Demands: The physical demands of this position include the ability to enter and exit a bus to load and assist students, to evacuate a bus in an emergency situation, to tie down wheelchairs and to assist students in wheelchairs on the ramp lift, all of which may require the lifting of moderately heavy children and/or objects between 60-100 lbs. Drivers also sit for extended periods of time although the employee frequently stands and walks when not driving. Bending at the waist, kneeling or crouching to inspect and wash busses and reaching, pulling and pushing to open bus doors are also activities that are required. The employee will frequently bend at the neck and trunk while performing the duties of this job. Incumbents in this position frequently climb steps to get in and out of the bus and may climb ladders/stairs. The ability to reach with hands and arms overhead, above the shoulders or horizontally is required as is the repetitive use of hands to finger, handle, grasp or feel objects, tools, or controls. Seeing to monitor passengers and operate a

vehicle include specific vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required are hearing and speaking abilities to exchange information, monitor students and communicate via two-way radio.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

4/2021