

Ontario–Montclair School District

CLASS SPECIFICATION Bus Driver

GENERAL PURPOSE

Under general supervision, operates conventional and light school buses in the transportation of students over designated assignments and routes and on field trips; washes, sweeps, refuels and performs safety checks and inspections on assigned vehicles; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the full journey-level Bus Driver class. Incumbents may be assigned designated regular routes, may drive routes for the transportation of special needs students or may drive routes for both regular and special needs students. Incumbents may also perform general maintenance work in support of the department and assist Bus Mechanics in performance of their duties. Incumbents are expected to be proficient in the operation of all classes of vehicles in the District's passenger transportation fleet.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Operates a school bus to transport students to and from home, school or other District sites; oversees the loading, seating and unloading of students from buses; provides escort/safe passage across streets and roadways; maintains order and enforces District rules for student behavior on school buses.
2. Assists students with special needs in accessing and departing from buses, including using wheelchair lifts to load students onto buses and securing and tying down students in wheelchairs; oversees the loading, seating and unloading of students from buses and vans; notifies parents of problem behavior or if students were ill.
3. Operates a school bus in transporting students, teachers and parents to and from field trips; assists in loading and unloading of instruments and equipment; maintains security of school buses while attending events and on field trips; prepares and submits daily and trip reports.
4. Evacuates buses in emergencies, following District rules and procedures; regularly participates in emergency evacuations; instructs students on bus safety and emergency evacuations.
5. Performs required maintenance and safety checks and inspections on assigned vehicles; prepares and submits inspection reports; performs minor maintenance, servicing and repairs to District vehicles as needed; washes, sweeps, refuels and performs equipment checks on assigned vehicles; maintains fuel consumption and mileage records.
6. Recommends route and schedule changes to meet needs; participates in the development of student transportation routes and schedules.

OTHER DUTIES

1. Performs general maintenance work in support of the department; assists bus mechanics in performing light duty maintenance on District school buses and vehicles; repairs driver and passenger seat cushions; installs, repairs and replaces complete harness sets and tie downs in special needs buses; cleans District vehicles interiors and exteriors; drives District buses and vehicles to other locations for repair or recall; maintains inventory of products for bus mechanics and makes runs as needed to purchase parts; assists with smog checking of vehicles and buses; maintains daily reports and vehicle maintenance sheets for California Highway Patrol audits; assists with buffing and polishing of District vehicles.
2. Provides backup for Bus Driver Scheduler/Dispatcher; answers telephones and District radios as needed; logs pre-trips as needed; assists with bus evacuations at school sites; checks bus mileage for bus transportation checks.
3. Performs a variety of clerical and custodial duties as related to their assignment.

QUALIFICATIONS

Knowledge of:

1. Safe and defensive driving practices.
2. Proper operation of school buses of various sizes.
3. Applicable traffic and student transportation laws, codes and regulations.
4. Basic record-keeping techniques.
5. Interpersonal skills using tact, patience and courtesy.
6. Applicable sections of the State Education Code and other applicable laws.
7. Operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field.
8. Safe work methods and safety regulations pertaining to work.
9. Lubrication systems, including oils and greases used in servicing and maintaining vehicles and equipment.
10. Methods, techniques, parts, tools and materials used in the maintenance and repair of diesel-, gasoline- and natural gas-powered vehicles.

Ability to:

1. Skillfully operate a school bus over designated routes.
2. Drive school buses of various sizes safely and efficiently.
3. Maintain safe discipline among passengers.
4. Learn and apply District policies and procedures related to student discipline.

5. Lift and restrain students according to approved policies and procedures.
6. Observe legal and defensive driving practices.
7. Learn and follow designated routes and time schedules.
8. Read and interpret maps.
9. Maintain bus in clean and proper working condition.
10. Operate and maintain a wide variety of hand, power and shop tools and equipment used in the work.
11. Fabricate and repair a wide variety of metal parts, equipment and tools.
12. Demonstrate safe driving record.
13. Conduct safety inspections and perform routine preventive maintenance.
14. Maintain routine records.
15. Understand and follow oral and written directions.
16. Communicate effectively with others.
17. Establish and maintain effective working relationships with District management, staff, parents, students and others encountered in the course of work.
18. Maintains job punctuality and regular attendance.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent and successful completion of a school bus driving training program recognized by the California Highway Patrol.

Licenses; Certificates; Special Requirements:

- A valid California Class B driver's license with a passenger endorsement, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.
- A valid Special School Bus Driver's Certificate issued by the California Highway Patrol.
- Possession of a Standard Red Cross First Aid Certificate.
- Incumbents are required to pass a Department of Transportation biannual physical examination.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand and walk; sit; talk, in person and by telephone; hear conversations, in person and by telephone, and equipment warnings; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to kneel, stoop, bend, climb or balance; lift up to 50 pounds and occasionally lift up to 100 pounds.

Specific vision abilities required include close vision, color 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; learn and apply new information or new skills; and interact with District management, staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly exposed to outdoor weather conditions and works near moving mechanical parts. The employee is occasionally exposed to fumes, toxic or caustic chemicals. The employee frequently operates a light van in road traffic conditions. The noise level is occasionally noisy.

Board Approval: June 15, 2017