

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: BUS DRIVER

Classification:	Classified	Work Year:	ATU Contract
Department:	Transportation	Board Approval:	03/05/1992
Reports To:	Transportation Supervisor	Format Revision:	10/30/2009
Salary Range:	Bus Driver Salary Schedule		

BASIC FUNCTION:

To operate a school bus over designated routes for the purpose of transporting students.

REPRESENTATIVE DUTIES:

- Under direction of lead driver, drives a school bus over designated routes according to daily time schedules.
- Picks up and drops off students.
- Escorts students across streets or roadways, stopping traffic as necessary.
- Transports students and teachers on field trips to various locations, on occasion choosing the best route, departing and arriving as scheduled.
- Using a prescribed check list, inspects vehicles to maintain safe operating condition.
- Recommends route/stop changes to lead driver.
- Advises on repairs needed.
- Attends scheduled safety meetings and safety programs.
- Maintains good order among students on buses.
- Reports incidents that affect the safety of students to Lead Driver.
- Follows District Policy regarding student discipline and when in contact with parents and other citizens.
- Cleans complete interior of bus, lifts and cleans under seats, dusts and washes seat backs, interior walls, windows, and floors annually.
- Maintains record of mileage driven.
- May be given part-time assignment in checking fuel status on all buses and refueling as necessary.
- Starts and warms up bus before beginning daily route.
- Cleans windshield, headlamps, tail and turn lamps, and mirrors daily; sweeps and cleans bus daily.
- Washes exterior of buses.
- Performs other duties similar to the above in scope and function as required.

LICENSES AND OTHER REQUIREMENTS:

- Possession of currently valid Class B Driver's License
- Air Brake Endorsement
- Passenger Endorsement
- California Special Certificate
- First Aid Certificate
- Department of Transportation DL-51 (Medical) Certificate
- All other legal requirements by law or regulation.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Safe driving practices;
- California Vehicle Code and the Education Code applicable to the operation of vehicles in transporting students;
- Methods of maintaining order in a diplomatic manner;
- Knowledge of first aid practices.

ABILITY TO:

- Drive a school bus and other automotive equipment safely and efficiently;
- Maintain order among students on a school bus;
- Understand and carry out directions;
- Maintain simple records;
- Recognize malfunctions in equipment and take appropriate action;
- Speak, read, and write English at a level required for satisfactory job performance;
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

- Requires moderate physical effort and exertion associated with the ability to lift, carry, push, pull, or climb.
- Requires lifting 50 lbs. maximum or carrying any object weighing up to 25 lbs.