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|  | <p align="center"><b>School Bus Driver</b><br/><b>(Previously Bus Driver)</b></p> | <p align="center"><b>Classified Position</b></p> <p><b>Initial Date: July 8, 1976</b><br/> <b>Board Approval: March 20, 2012</b><br/> <b>Revision Date: December 18, 2025</b><br/> <b>Personnel Commission: November 19, 2025</b><br/> <b>Range: 49</b><br/> <b>Reports to: Director of Transportation</b></p> |
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Safely operates a school bus on assigned routes to transport students and authorized passengers to and from school sites and on occasional field trips, while ensuring the safety and well-being of all riders. Duties include providing transportation from neighborhood pick-up points or home addresses to schools, including for special education students, and operating wheelchair-accessible buses when required. The driver is responsible for maintaining the bus in a clean, orderly, and safe condition, performing routine safety checks, and reporting maintenance needs as necessary. Work is performed under general supervision and in accordance with established policies, procedures, and safety regulations.

**REPRESENTATIVE DUTIES:**

- Drives a school bus safely on predetermined routes transporting students to and from schools or other authorized assignments
- Conducts safety and operational inspection of assigned bus daily
- Create and maintain accurate load sheets for the assigned route, indicating passenger seating and left/right directions for stops.
- Maintains order and proper discipline of students/passengers; resolves disputes; documents and reports disciplinary cases
- Issues and monitors bus passes
- Reports any needed mechanical repairs to assigned bus
- May be required to fuel, wash & detail buses
- May be required to assist in the transportation yard maintenance
- Maintains the cleanliness of the bus including exterior/interior of school bus
- Operates a two-way radio to maintain communication to and from Dispatcher's office
- Maintains a variety of records and reports, including but not limited to mileage, routing, maintenance, time schedules, load sheets, daily inspection reports, and time cards
- Attends mandatory meetings, programs and in-service training
- Notifies Dispatcher's office of delays or changes that occur in scheduled route
- May assist with other routes when breakdown or other unusual circumstances occur
- Administers First Aid in emergencies
- May drive a District passenger vehicle occasionally to transport students
- May operate and review surveillance equipment and materials as required
- Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Legal and defensive driving practices
- Proper operation and safety inspections school buses
- Applicable traffic laws, student transportation regulations and district policies
- Basic record-keeping techniques and report preparation
- Interpersonal skills using tact, patience and courtesy
- Health and safety regulations

- Effective oral and written communication techniques, including use of two-way radios
- Basic first aid procedures
- Learn and follow designated routes
- Meet schedules and time lines
- Learn and apply district policies and procedures related to student discipline and safety
- Meet the physical requirements necessary to safely and effectively perform required duties
- Physical ability to load, unload, and secure wheelchair students
- Remain calm and respond appropriately in high-stress or emergency situations.

#### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required

#### **LICENSES AND OTHER REQUIREMENTS:**

- Possession of a valid California Commercial Driver's License (class A or B) with Passenger, School Bus, and Air Brake endorsements. Acceptable driving record
- Valid California School Bus Driver's Certificate issued by the state - Type 1 transit (preferred), or type 2 school bus.
- Valid medical certificate as required for commercial driver operation.
- Current First Aid and CPR certification
- Participation in the District's random drug testing program, in compliance with current Department of Transportation regulations.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

- School bus and outdoor environment
- Exposure to fumes, dust, odors, oil/grease and gases
- Driving a vehicle to conduct work

##### **PHYSICAL DEMANDS:**

- Sitting for extended periods of time while operating buses.
- Hearing and speaking to exchange information.
- Reaching, pulling and pushing to open bus doors
- Bending at the waist, kneeling or crouching to inspect and wash buses.
- Climbing ladders or steps.
- Reaching overhead, above the shoulders or horizontally.
- Seeing to monitor passengers and operate a vehicle
- Lifting and carrying moderately heavy objects (up to 75lbs) as assigned by the position
- Dexterity of hands and fingers to operate a school bus.

##### **HAZARDS:**

- Traffic hazards
- Driving a vehicle during adverse weather conditions
- Fumes from chemical cleansers and bus operation
- Working on ladders
- Potential for exposure to bodily fluids

##### **EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.