

SCHOOL BUS DRIVER

DEFINITION

Under general supervision, drives a school bus to transport special education students safely and efficiently to assigned locations along a designated route; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing full range of transportation vehicle operation duties in support of special education. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Drives a school bus along designated routes; picks up and discharges special education students in accordance with established timelines; observes legal and defensive driving practices; ensures compliance with applicable traffic and student transportation laws, codes, and regulations.
- Maintains order and discipline among passengers on the bus and while waiting at bus stops in accordance with Office policies related to disciplining students; reports behavior issues to appropriate personnel; ensures student understanding of bus rules.
- Transports students between home, school therapy, work sites, field trips, and other assigned locations; ensures safety of students; oversees the loading and unloading of physically and mentally handicapped students; assists students with crossing streets as needed.
- Ensures students are safely fastened into their seats; utilizes and assists students with wheelchair lifts, tiedowns, safety vests, wrist restraints, car seats, and seat belts as necessary.
- Monitors students with special health problems; determines appropriate action in emergency situations according to established guidelines; administers first aid and CPR to passengers as needed; requests emergency assistance as necessary.
- Conducts required daily safety inspections of buses; inspects the interior, exterior, and engine of buses to ensure safe operational condition; checks brakes, brake lights, doors, and other equipment; reports mechanical malfunctions or other problems and secures safety equipment.
- Maintains buses in a clean and safe operating condition; cleans windows, mirrors, and bus interiors; washes bus exterior and replenishes fuel as needed.
- Communicates with Office personnel and outside agencies to exchange information and resolve

- issues or concerns; operates a two-way radio during communications.
- Maintains various records and logs related to mileage, maintenance, student behavior, fuel receipts, incidents, inspections, and assigned activities; prepares accident and student incident reports as needed.
- Attends and participates in various mandated in-services and trainings as assigned.
- Conducts school bus evacuation drills as directed.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade.

Licenses and Certifications:

- Possession of a valid California Class B Commercial Driver's License and a satisfactory driving record to be maintained throughout employment.
- Possession of a valid California School Bus Driver's Certificate, to be maintained throughout employment.
- Possession of a valid First Aid and CPR Certification issued by an authorized agency, to be maintained throughout employment.

Knowledge of:

- Operational characteristics of vehicles used to transport passengers including specialized devices for vehicle accessibility.
- Safe driving practices related to the operation of school buses.
- Applicable traffic and student transportation laws, regulations, and codes regarding school transit operations.
- Methods and techniques of conducting daily and routine vehicle safety inspection within established guidelines.
- Basic principles of record keeping.
- Principles and practices of data collection and report preparation.
- Safety principles and practices, including basic first aid.
- Mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Operate student transit vehicles skillfully and safely including the use of specialized equipment to

- assist passengers with vehicle accessibility.
- Respond decisively and effectively in emergency situations.
- Maintain a safe discipline level among passengers.
- Learn County geography, maps, streets, landmarks, and driving directions.
- Read and interpret maps and schedules.
- Maintain schedules on assigned routes.
- Maintain accurate logs, records, and basic written records of work performed.
- Maintain bus in clean and proper working condition.
- Handle medical emergencies and injuries in a calm and effective manner.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a predominantly vehicle driving/operation environment; to operate a motor vehicle and drive on highways, surface streets, and city roads in light to heavy traffic conditions; strength, stamina, and mobility to perform medium to heavy physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Vehicle operation visual requirements include near and distance, color vision, night vision, peripheral vision, depth perception and the ability to adjust focus. The job involves sitting for long periods of time while operating vehicles and walking on multiple types of surfaces to inspect vehicles and assist passengers. Finger dexterity, reaching with hands and arms, and using leg/foot to reach or handle vehicle controls and lifting devices to operate assigned equipment is needed. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work vehicles. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees primarily work in a driving environment and are frequently exposed to road and traffic conditions, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, and fumes, hazardous substances Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.