JOB DESCRIPTION

JOB TITLE: Bus Driver

Job Family: Transportation

Range: 31

Job Purpose Statement/s: The job of "Bus Driver" is done for the purpose/s of transporting students over scheduled routes and/or special excursions; enforcing rules, regulations, and laws to maintain safety during transport; ensuring vehicle is in a safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

Essential Job Functions:

* **Drives** a school transportation vehicle within prescribed routes in accordance with time schedules, picking up and discharging students at designated stops.
* **Escorts** and assists students on and off vehicle and across streets when necessary.
* **Transports** students and teachers on field trips to various locations, planning necessary routes and stops as needed.
* **Maintains** order and proper discipline of student passengers according to District policy; instructs students on safety regulations and policies related to passenger conduct.
* **Conducts** safety and operational inspection of assigned vehicle daily according to established procedures.
* **Checks** fluid and air levels on bus as required; adding fuel, water, or air as necessary.
* **Maintains** cleanliness of vehicle to ensure safe operating condition; sweeps and washes bus interior and exterior as required.
* **Checks** out and reports needed mechanical repairs when necessary.
* **Assures** security of buses at all times, following procedures prescribed by the District
* **Evacuates** vehicle in safe and timely manner when necessary and conducts periodic drills for same as required by law; completing necessary reports upon request.
* **Maintains** accurate records including student counts, time sheets, mileage, repair requests, discipline notices, etc.; preparing reports as necessary.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Attends** various meetings regarding safety, first aid, training updates, etc., as required.
* **Attends** driver training programs to maintain current knowledge of California Motor Vehicle Code and the Education Code related to the operation of vehicles in the transportation of school children.

Job Requirements - Qualifications:

* **Experience Required**: Fully certified as School Bus Driver and possession of a safe driving record that is in compliance with the restrictions set forth by California Vehicle Code. School Bus Drivers may be hired as substitute employees to gain experience previous to being considered for probationary route assignment.
* **Skills, Knowledge and/or Abilities Required:**

Skills to operate school buses and vans in a safe manner, communicate effectively, evaluate schedules and meet deadlines, plan and organize activities, administer first aid.

Knowledge of vehicle operation, basic maintenance requirements and driving codes.

Abilities to sit for prolonged periods, understand and carry out oral and written instructions, work independently, make common sense decisions in potentially critical situations. Significant physical abilities include climbing/balancing, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation.

* **Education Required**: High School diploma or equivalent.
* **Licenses, Certifications, Bonding, and/or Testing Required**: Valid Class II Driver's License, and evidence of insurability, School Bus Driver's Certificate, Medical Certificate, Criminal Justice Fingerprint Clearance, Drug Testing Clearance, and negative TB test results.