

Coast Unified School District

Title: Bus Driver/Utility Person

Salary Range: 15

Job Summary:

With minimal supervision, operates a school bus over designated routes in transporting students to and from school and on field trips; performs a variety of general custodial, grounds and minor maintenance duties as determined by supervisor.

Qualifications:

Required:

1. Valid California Class A or Class B operator's license;
2. Valid California School Bus Driver's Certificate
3. Valid medical certificate
4. Valid first aid card or certificate of completion of California Highway Patrol First Aid Examination.
5. Knowledge of safe driving practices
6. Knowledge of provisions of the California Motor Vehicle Code Passenger Transportation Safety Handbook.
7. Ability to maintain order among riders on a school bus.
8. Understand and carry out oral written directions
9. Pass physical examination requirements as required
10. High school graduate or equivalent

Desirable:

1. Bus Driving experience
2. Custodial, grounds or maintenance experience

Essential Functions:

Drive a school bus daily or as assigned over designated routes in accordance with time schedules, pick up and discharge school children, escort required children across streets, stopping traffic as necessary; transport students and adults on field trips to various locations as scheduled; maintain order among riders on busses; fill out daily trip sheet showing number of pupils carried and miles driven; maintain assigned bus as required and report any mechanical defects per operating procedures; conduct daily bus inspections as required; drive in a safe and prudent manner as determined by road conditions and weather; carry out other transportation related duties as directed; perform custodial, grounds and minor maintenance duties as instructed.

Physical Requirements:

1. Ability to sit for extended periods of time.
2. Ability to ascend and descend steps.
3. Ability to see and read, with or without vision aids.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will clearly understand normal conversation.
6. Ability to bend and twist, kneel and stoop.
7. Ability to lift, carry, push and/or pull up to 40 pounds on a regular basis.
8. In an emergency, must be able to perform evacuation of students from bus.
9. Ability to reach in all directions.
10. Ability to lift 50lbs.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Supervision:

Director of Transportation and under direction of the Director of Maintenance and Operations.

Approved 6/26/2014

Salary modified from range 12 to 15 July 1, 2015