

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: BUS DRIVER

BASIC FUNCTION:

Under the direction of the Director of Transportation or designee, operate a school bus over designated routes in accordance with time schedules; pick up and discharge students; provide safe and efficient transportation for District students to and from school, special events and field trips; perform daily inspections and maintenance of vehicle.

REPRESENTATIVE DUTIES:

Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in California following specified schedules; transport students to and from school, special events and field trips.

Pick up and discharge students at established bus stops; stop traffic and escort students across streets and roadways as needed to assure student safety; report incidents which affect the safety of students.

Maintain bus in a safe operating condition through prescribed daily vehicle inspections and driver maintenance including cleaning windows, mirrors and bus interior; check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel.

Maintain order and discipline among students on bus following District policies and procedures regarding disciplining of students and contact with school officials, parents and the public; interact with parents regarding questions, concerns and disputes.

Fuel and clean exterior and interior of buses including picking up debris, sweeping and mopping floor, wiping upholstery and cleaning headlights.

Maintain records concerning vehicle maintenance, miles driven and number of children transported and other related matters; prepare student conduct, incident and accident reports.

Utilize two-way radio for bus to bus and bus to base communication.

Perform first aid according to established guidelines and procedures.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Bus Driver works under the direct supervision of the Director of Transportation or designee.

Exercises no supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Safe driving practices.

Provisions of the California State Motor Vehicle code and Education Code applicable to the operation of vehicles transporting students.

First aid practices.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.

Maintain order and discipline among students while driving a school bus.

Maintain assigned vehicle in a clean and safe operating condition.

Recognize equipment malfunctions and take appropriate action.

Learn designated bus routes including stops and traffic hazards.

Maintain routine records.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written directions.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Learn, apply and explain rules, regulations, policies and procedures.

Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience in the operation of a motor vehicle.

LICENSES AND OTHER REQUIREMENTS:

Ability to obtain a valid and appropriate California School Bus Driver Certificate; a valid CPR and First Aid Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

School bus work environment; considerable distraction from bus activities.

PHYSICAL ABILITIES:

Sitting for extended periods of time; hearing and speaking to exchange information; climbing stairs to board bus; bending at the waist to clean bus.

HAZARDS:

Driving a school bus during adverse weather conditions; fumes from school bus and equipment operation.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: November 8, 1976

Policy Revised: March 3, 1981

Policy Revised: September 22, 2026