

BUS DRIVER

DEFINITION

Under the direction of the Transportation Supervisor, operates a school bus or transportation vehicle over designated routes within an established time schedule; transports students to and from school and on special events trips; performs daily inspections of a bus or transportation equipment; and performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- drives a school bus or transportation vehicle over assigned routes in accordance with an established time schedule
- assists in evaluating transportation routes, and reports unsafe road conditions
- transports children to and from school
- loads and unloads students safely at designated stops
- stops traffic and escorts children across streets
- plans, organizes and implements student safety and pupil transportation vehicle evacuation drills
- maintains bus or transportation vehicle in a clean and orderly condition, and inspects and reports any mechanical defects or malfunctions
- adheres to policies and procedures in maintaining appropriate student behavior
- responds to public contacts concerning transportation problems and concerns
- completes the daily transportation activity record, including number of students transported, mileage, type of trip and standby time
- sweeps, cleans and refuels buses
- may transport children with special learning needs and physical handicaps
- administers first aid as required, and contacts appropriate administrators in case of serious injury or illness

QUALIFICATIONS

Knowledge of: Safe driving practices and techniques; basic first aid procedures and methods; safety and maintenance requirements of bus and other pupil transportation equipment; provisions of the California Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of school children.

Ability to: Drive a school and other transportation equipment efficiently; maintain appropriate student behavior on a school bus or other transportation equipment; perform appropriately in situations requiring tact and diplomacy; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions:

- will occasionally exert 20 to 50 pounds of force to lift, carry, push, pull or otherwise move objects
- will involve sitting for extended periods of time while operating a student transportation vehicle and will involve walking or standing for brief periods
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate equipment, use hand tools, and to handle and work with various objects and materials
- will infrequently exert 51 to 100 pounds with assistance

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: One year of paid experience in the transportation of school children, or the completion of a school bus driver training program.

Education: Verification of a High School diploma, a GED certificate, or a higher degree.

License and Certificate Requirement: Possession of a valid Class B, California Motor Vehicle Operator=s License. Possession of a valid California School Bus Driver=s Certificate.

Condition of Employment: Insurability by the District=s liability insurance carrier.

