



For the future of every student

CLASS TITLE: BUS DRIVER

BASIC FUNCTION:

Under the direction of an assigned supervisor, drive a school bus to transport students safely and efficiently to and from school and other assigned locations along designated routes; assure safety of students during transportation activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Drive a school bus along designated routes; pick up and discharge students in accordance with established time lines; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.

Maintain order and discipline among passengers on the bus in accordance with District policies related to disciplining students; report behavior issues to appropriate personnel; assure student understanding of bus rules; issue citations as needed.

Conduct required daily safety inspections of buses; inspect interior, exterior and engine of buses to assure safe operational condition; check brakes, lights, doors, mirrors and other equipment; report mechanical malfunctions or other problems as needed.

Maintain buses in a clean and safe operating condition; clean and wash bus windows, mirrors, interior and exterior; perform minor repairs on seats and other equipment; check and maintain appropriate fuel, oil, water and tire compression levels; replenish fluids and inflate tires as needed.

Meet scheduled departure and arrival times; adjust routes in response to road closures as necessary; assist students with crossing streets.

Transport students and faculty on field trips, sports events or other special activities to various locations along designated routes as assigned.

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns.

Maintain garage and other assigned work areas in a neat, clean and orderly condition as assigned; empty waste receptacles; sweep and clean floors; utilize mops, brooms and various hand and power tools.

Determine appropriate action in emergency situations according to established guidelines; administer first aid to passengers as needed.

Maintain various records and logs related to inspections, mileage, maintenance and assigned activities.

Attend and participate in various meetings, in-services and trainings as assigned.

Perform periodic safety drills and explain related procedures to students as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe and defensive driving practices.
Proper operation of school buses.
Applicable traffic and student transportation laws, codes and regulations.
Basic first aid procedures.
Basic record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.
Oral and written communication skills.

ABILITY TO:

Drive a school bus safely and efficiently.
Learn and apply District policies and procedures related to student discipline.
Maintain a safe discipline level among passengers.
Meet schedules and time lines.
Observe legal and defensive driving practices.
Learn and follow designated routes.
Maintain bus in clean and proper working condition.
Conduct safety inspections and perform routine preventive maintenance.
Administer first aid.
Maintain routine records.
Understand and follow oral and written directions.
Communicate effectively with others
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B commercial driver's license with passenger, school bus and air brake endorsements.
Valid California Special Driver Certificate.
Valid First Aid Certification issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

School bus and outdoor environment.
Exposure to fumes, dust, odors, oil/grease and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting for extended periods of time while operating buses.
Hearing and speaking to exchange information.
Reaching, pulling and pushing to open bus doors.
Bending at the waist, kneeling or crouching to inspect buses.
Climbing ladders or steps.

Reaching overhead, above the shoulders or horizontally.
Seeing to monitor passengers and operate a vehicle.

HAZARDS:

Traffic hazards.

Driving a vehicle during adverse weather conditions.

Fumes from chemical cleansers and bus operation.

Approved by Personnel Commission: 09/19/2007
Revised: 10/17/2012