



BASIC FUNCTION:

Under general supervision, operate and maintain district vehicles to transport students safely and efficiently to assigned locations using designated routes; assure safety of vehicle(s) by performing daily safety inspections and cleaning duties, support Maintenance, Operations, and Transportation Department and school sites by performing clerical tasks and related work as required. May drive a rented bus as needed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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

Pick up and discharge students at established bus stops; escort children across streets or roadways, stopping traffic as necessary; report incidents or conditions affecting the safety of students as appropriate.

Maintain all district vehicles in safe operating condition through prescribed vehicle inspections including cleaning windows, mirrors and vehicles' interiors and exteriors; check and maintain fuel, oil and water levels; check brakes, brake lights, wheel chair lifts and doors.

Schedule and complete vehicle repair appointments; report mechanical defects and malfunctions to appropriate personnel.

Maintain order and discipline among passengers and while waiting at stops in accordance with District policies related to disciplining students.

Assist handicapped students to board, sit in and leave the district vehicles safely; assist students in wheelchairs by loading and securing chairs before departure and assuring students are safely fastened into their seats; secure adaptive and assistive devices; utilize wheelchair lifts and tie-downs; operate a hydraulic lift as assigned.

Communicate with students, parents, District personnel and various outside agencies to exchange information and resolve issues or concerns related to district vehicle routes, schedules, student behavior and assigned activities.

Maintain routine records related to inspections, maintenance and assigned activities; conduct State mandated school bus evacuations; prepare student conduct, incident and accident reports.

Assure compliance with California Highway Patrol, Federal and State Motor Vehicle Standards and Regulations.

Drive a district vehicle to pick up and deliver parts from vendors.



**CLASS TITLE: BUS DRIVER
UNIT 1**

Provide general maintenance and clean-up activities to support the Maintenance, Operations, and Transportation Department.

Perform a variety of clerical duties, including record keeping, filing, duplication of instructional and other materials, and other duties as directed to support the Maintenance, Operations, and Transportation Department and school sites.

Administer first aid or emergency assistance as needed.

Attend safety meetings and in-services as assigned.

OTHER DUTIES:

Perform other transportation, maintenance, and clerical duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Safe and defensive driving practices.
- Proper operations of school buses.
- Applicable traffic and student transportation laws, codes and regulations.
- Basic first aid procedures.
- Basic record-keeping and report preparation 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.
- Observe legal and defensive driving practices.
- Learn and follow designated routes.
- Maintain bus in clean, proper working condition.
- Conduct safety inspections and perform routine preventive maintenance. Administer first aid.
- Prepare and maintain routine records and reports.
- Understand and follow oral and written directions.
- Communicate effectively with others.
- Meet schedules and time lines.
- Assist in loading and unloading handicapped children.

EDUCATION AND EXPERIENCE:

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



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UNIT 1**

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B unrestricted commercial driver's license with passenger and air brake endorsements.

Valid California School Bus Driver Certificate.

Valid First Aid and CPR Certificate issued by an authorized agency.

Incumbents must have an acceptable driving record and must qualify for insurability by the District's insurance carrier.

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 and assist students.

Climbing ladders or steps.

Reaching overhead, above the shoulders or horizontally.

Seeing to monitor passengers and operate a vehicle.

Lifting moderately heavy children or objects as assigned by the position.

HAZARDS:

Traffic hazards.

Driving a vehicle during adverse weather conditions.

Fumes from chemical cleansers and bus operation.