

SCHOOL BUS DRIVER

DEFINITION

Under general supervision, to operate a school bus or transportation vehicle over designated routes within an established time schedule; to transport students to and from school and on special event trips; to perform daily inspections of a bus or transportation equipment; and to do other related work as required.

ESSENTIAL DUTIES

1. Drives a school bus or transportation vehicle over assigned routes in accordance with an established time schedule.
2. Assists in evaluating transportation routes, and reports unsafe road conditions.
3. Transports children to and from school.
4. Transports, loads and unloads students safely at designated stops and on study trips.
5. Stops traffic and escorts children across streets.
6. Plans, organizes and implements student safety and pupil transportation vehicle evacuation drills.
7. Maintains bus or transportation vehicle in a clean and orderly condition, and inspects and reports any mechanical defects or malfunctions.
8. Adheres to policies and procedures in maintaining appropriate student behavior.
9. Responds to public contacts concerning transportation problems and concerns, including and not limited to parent contact and school/district personnel.
10. Completes the daily transportation activity record, including number of students transported, mileage, type of trip, and standby time.
11. Sweeps, cleans and refuels buses and other transportation equipment to meet district guidelines.
12. Transports all students including children with special learning needs and physical handicaps, foster youth, and other students in special groups.
13. Administers first aid as required, and contacts appropriate administrators in case of serious injury or illness.
14. During non-driving time, the driver will perform other related duties as assigned. i.e. helping the mechanic, assisting warehouse deliveries, providing district mail delivery services, and nutrition services deliveries as needed.

QUALIFICATIONS

Knowledge of:

1. Safe driving practices and techniques.
2. Basic first aid procedures and methods.
3. Safety and maintenance requirements of bus and other pupil transportation equipment.

4. Provisions of the California Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of school children.

Ability to:

1. Drive a school bus and other transportation equipment safely and efficiently.
2. Maintain appropriate student behavior on a school bus or other transportation equipment.
3. Perform appropriately in situations requiring tact and diplomacy.
4. Understand and carry out oral and written directions.
5. Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

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

1. Persons performing service in this position classification will exert 10-40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
2. This type of work involves operating student transportation vehicles, sitting during much of the assignment, but will involve walking or standing for brief periods.
3. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, handling and working with various materials and objects are important aspects of this job.

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

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

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

Education:

Equivalent to the completion of the twelfth grade.

LICENSE AND CERTIFICATE REQUIREMENTS

1. Possession of a valid Class B, California Motor Vehicle Operator's License.
2. Possession of a School Bus Driver's Certificate issued by the California Highway Patrol, and a valid First Aid card with CPR certification.

CONDITION OF EMPLOYMENT

1. Insurability by the District's liability insurance carrier.

Salary: Class 23 of the Classified Salary Schedule

Revised date: April 7, 2022