

## **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.

**Revised 10/2009**