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Job Description BUS DRIVER

BASIC FUNCTION

Under general supervision of the Director of Transportation, 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; enforcing rules, regulations, and laws to maintain safety during transport.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Drive a school bus or transportation vehicle over designated routes in accordance with specified time schedules, assuring compliance with departure and arrival times, regulations and laws related to pupil transportation; transport students to and from school, special events, and field trips.
- Assist in evaluating transportation routes and report road conditions.
- Transport students and staff on field trips to various locations, sometimes choosing the best route and making departure and arrival time as scheduled.
- Directs students regarding safety for the purpose of enforcing rules, regulations, laws and safety; monitor and assure proper conduct and discipline on bus and at bus stops; report potentially dangerous situations to dispatch.
- Informs school personnel of practices and incidents (e.g. rules, regulations, laws, procedures) for the purpose of providing information for follow-up action and/or proper procedures.
- Assists students and other passengers for the purpose of providing safe ingress and egress from buses including emergency situations, normal transport, and special needs; escort students across streets and stopping traffic when necessary.
- On routes and field trips requiring the transportation of handicapped students to and from designated locations; lift, load and secure wheel chairs, assist in the loading and unloading of handicapped children as necessary; and provide appropriate care and assistance to handicapped passengers.
- Attends training for the purpose of maintaining skills and meeting requirements for school bus certificate.
- Cleans assigned vehicles, both interior/exterior, for the purpose of maintaining appearance, sanitation and safety of vehicle.
- Assist in the planning, organizing and implementing of student safety and pupil transportation vehicle evacuation drills.

- Maintain bus in safe operating condition through prescribed daily vehicle inspections, including: engine compartment and fluid and fuel levels; all gauges, indicators and warning devices; horns, driver's seat and seat belt; all doors, door emergency release and window functioning; all school bus seats, handrails, interior and exterior lighting systems; all glass and mirrors including adjustment, inspection of windshield wipers and washers; inspection of all tires; wheels and lug nuts; all required emergency equipment (i.e. fire extinguishers, first aid kit); instrument panel, odometer readings; hydraulic brake system; pedal movement; parking brake, air brake system and emergency stopping system.
- Respond to public contacts regarding transportation issues and concerns.
- Report any mechanical malfunctions to appropriate personnel.
- Attend in-services and safety meetings as assigned.
- Complete daily transportation activity records.
- Utilize two-way radio for bus to bus and bus to base communications.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Safe driving practices and techniques.
2. Safety and basic maintenance requirements of bus and other pupil transport equipment.
3. Provisions of the California Motor Vehicle Code and the California Education Code applicable to the operation of vehicles in transporting school children.
4. Policies and procedures of the Transportation Department.

Ability to:

1. Operate school buses and other transportation equipment in a safe and efficient manner.
2. Maintain appropriate licensing and certificates to operate a school bus.
3. Maintain order and discipline among student on a school bus or other transportation equipment.
4. Learn a designated bus route, bus stops, and district traffic hazards.
5. Read and interpret maps.
6. Operate a two-way radio to communicate.
7. Communicate effectively both orally and in writing in a clear and concise manner.
8. Evaluate schedules and meet deadlines.
9. Plan and organize activities.
10. Administer first aid.
11. Understand and carry out oral and written instructions.
12. Work independently.
13. Make common sense decisions in potentially critical situations.
14. Establish and maintain cooperative and effective working relationships with others.
15. Work with discretion and in confidence with information.
16. Manually edit an established bus route.

EXPERIENCE

Successful completion of a California school bus driver-training program.—

EDUCATION

High school diploma or equivalent is required.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

1. A valid California Class A or B commercial driver's license issued by the California State Department of Motor Vehicles with passenger and air brake endorsement.
2. Valid California Special Driver Certificate, if applicable to routes and field trips.
3. Possession of a School Bus Driver's Certificate issued by the California Highway Patrol.
4. Possession of current DMV H6 Driver History readout.
5. Valid medical certificate and medical card.
6. Valid first aid certificate comparable to the Standard Red Cross First Aid Certificate. The first aid certificate is waived if the applicant has successfully completed the approved first aid test with the California Highway Patrol. Applicants in this manner need not hold a valid certified Red Cross First Aid Certificate.
7. A copy of the State Department of Education Training Certificate (T-01). This document certifies that the applicant has displayed a level of competency necessary to drive a school bus safely and will be proof of current training hours necessary for a school bus driver.

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier; passage of pre-employment drug testing (DOT), and Random Drug Test(s).

WORKING CONDITIONS***Environment:***

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include outdoor and vehicle transport environments. Driving a vehicle to conduct work, noise from students on bus (moderate to loud).

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts and occasionally works in inside environmental conditions. The noise level in the work environment is usually moderate.

Employee can be on the time clock for a maximum of 16 hours, driving a maximum of 10 hours per day when working an Extended Day Shift and Extra Trip Assignments.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

Lift, carry, and push and/or pull items up to a maximum of 50 pounds with a strength factor of moderately heavy work.

Sit for extended periods of time.

Bend at the waist, kneel or crouch.

Hear and speak to exchange information in person and on the telephone.

Reach, pull and push.

Walk and stand for extended periods of time.

See to read a variety of materials.

Use color vision and adjust focus visually.

Possess physical strength and dexterity to pull children from bus in case of emergency or accident.

Possess dexterity of hands and fingers to operate equipment and perform the necessary functions of the position.

Climb steps.

Climb a step stool/ladder and reach above shoulders.

Hazards:

Contact with dissatisfied or abusive individuals. Exposure to fuels, exhaust, fumes and fluids used in the operation of equipment, and chemical compounds used to clean equipment. Drive in inclement weather; with the possibility of bus steps and ground being slippery. Possible contact with blood borne pathogens and /or bodily fluids.