

SCHOOL BUS DRIVER

OVERALL JOB PURPOSE STATEMENT

Under the supervision of the Transportation Operations Supervisor, the job of "School Bus Driver" is driving a school bus to transport children between home and school and/or on field trips; perform daily inspection and cleaning of assigned vehicles.

DISTINGUISHING CHARACTERISTICS

Positions in this class are responsible for the safe and efficient operation of a school bus and for maintaining and enforcing safe and proper passenger behavior while transporting students over a designated route or on field trips. This class differs from the class of Lead Bus Driver in that the latter class provides guidance and direction to drivers and attendants; ensures accurate and timely submittal of driver paperwork; monitors, tracks and reports attendance of drivers and is responsible to substitute for drivers on any assigned route. The Lead Bus Driver also requires more experience and a broad knowledge of routes and of the operation of various classifications of buses.

ESSENTIAL FUNCTIONS

- Operates/drives school buses/vans for the purpose of transporting students over scheduled routes, special excursions (field trips), non-school pupils (parks and recreation).
- Instructs/directs/observes pupils for the purpose of enforcing rules, regulations, student safety.
- Verifies passes for the purpose of ascertaining ridership privileges.
- Assists pupils for the purpose of loading and unloading from buses/vehicles, including emergency situations; and enforcing safe and proper passenger behavior.
- Inspects/maintains assigned vehicles (i.e. brake system, oil levels, coolant levels, tire pressure) for the purpose of maintaining a safe running vehicle.
- Documents daily logs and reports, records, accident report/log, field trip records for the purpose of providing communication, safety of children, audit trail, time worked and equipment maintenance.
- Participates in ongoing training for the purpose of completing State and CHP requirements and for maintaining knowledge of and ability to adhere to laws and regulations relating to driving a school bus.
- Operates, as assigned, specialized bus/vans for the purpose of accommodating wheelchairs and equipment needed for students with disabilities.
- May administer first aid in accordance with established procedures for the purpose of providing appropriate care for injured or ill students or staff.
- Recommends procedures to parents, administration, management for the purpose of formalizing policies and/or actions required.
- Cleans interior/exterior of bus i.e. windows, mirrors, seats, floors, ceilings, etc., for the purpose of maintaining good appearance, sanitation and safety.
- Assumes responsibilities of bus/van drivers for the purpose of providing relief (i.e. vacation, absences) and ensuring bus service to students be performed on schedule.
- Communicates with parents of students for the purpose of updating and informing them of schedule changes, maintaining a cheerful, professional demeanor toward the public.

OTHER JOB FUNCTIONS

Perform other job-related duties as assigned to promote the efficiency and effectiveness of the work

CLASSIFIED

SCHOOL BUS DRIVER

unit.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE of safe driving practices; California Motor Vehicle Code and Education Code sections applicable to student transportation; record-keeping techniques; city streets and locations; interpersonal skills using tact, patience and courtesy; basic preventive maintenance of District vehicles; emergency evacuation techniques for regular and special education students, including the medically fragile; CPR and basic first aid; two-way radio communication techniques and safe practices for cleaning spills; basic computer skills to send and receive e-mail messages and to research and print information, such as maps and directions; basic record-keeping and report preparation skills.

ABILITY to drive a bus safely and effectively; maintain discipline of students; understand and follow oral and written directions; read, interpret and follow rules, regulations, policies and procedures; meet schedules and time lines; establish and maintain effective working relationships with others; maintain records and prepare reports; observe legal and defensive driving practices; read and interpret a road map; operate a fire extinguisher and operate a two-way communication radio.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Occasionally	Walking, standing, stooping/bending, squatting/crouching, climbing/balancing, kneeling, pushing/pulling, fingering/fine manipulation, reaching above or at shoulder, and lifting up to 50 lbs. when assisting students, wheelchairs; carrying up to 10 lbs. at a distance of 100 ft.
Frequently	Twisting back, neck flexion/rotation, handling/simple grasping
Continuously	Sitting, power/firm grasping, reaching below shoulder, using hand and foot controls

In an emergency situation, the School Bus Driver must be able to get all students to safety. This may involve lifting, dragging, or carrying a student.

AUDITORY OR VISUAL REQUIREMENTS

Must be able to hear traffic signals/alarms, student voices, two-way radio. Must be able to see near, distant, color and depth.

SCHOOL BUS DRIVER

ENVIRONMENTAL CONDITIONS

Work involves driving a school bus; subject to disciplining students while driving, potential traffic hazards, exposure to dust, gas or fumes, exposure to bus vibration, exposure to body fluids of students and occasional adverse weather conditions.

EDUCATION AND EXPERIENCE

Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above and experience as a school bus driver or working with children in a structured setting.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

LICENSES AND OTHER REQUIREMENTS

- 1) California Commercial Driver License, Class A or B, with P and S endorsements, with Restriction 29, and without Restriction 48.
- 2) California Special Driver Certificate, valid for school bus operation, and must not have Restrictions 2, 3, 4, and 5. If Restriction 6 is indicated, must present a First Aid Card from an approved provider list (obtain list from SDUHSD Human Resources Department).
- 3) Medical Examiner's Certificate with a valid date.
- 4) CA DMV H-6 Driving Report dated within 30 days of application.
- 5) Current T-01 card.
- 6) CPR and First Aid

CONTINUING EDUCATION/TRAINING

Maintenance of applicable certificates and licenses for the safe operation of district vehicles
Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including Tuberculosis (TB) and drug screen clearances.