

SCHOOL BUS DRIVER**OVERALL JOB PURPOSE STATEMENT**

Under the supervision of the Transportation Operations Supervisor, the job of "School Bus Driver" is performed for the purpose of driving a school bus to transport children between home and school and/or on special trips; provide the general servicing 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 transporting students over a designated route or on field trips. This class differs from the class of Senior Bus Driver in that the latter class is responsible to substitute for drivers on any assigned route and requires more experience and a broad knowledge of routes and of the operation of various classifications of buses.

ESSENTIAL JOB 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/collects passes and tickets for the purpose of ascertaining ridership privileges.
- Assists pupils for the purpose of loading and unloading from buses/vehicles, including emergency situations; and providing security during transport.
- 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.
- 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.
- Participates in on going training for the purpose of completing State and CHP standards and guidelines and for maintaining knowledge of and ability to adhere to laws and regulations relating to driving a school bus.

- 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.
- Operates, as assigned, specialized bus/vans for the purpose of accommodating wheelchairs and equipment needed for students with disabilities.
- Communicates with parents of disabled students for the purpose of updating and informing them of schedule changes, maintaining a cheerful, professional demeanor toward the public.
- Orient/assist new bus drivers assigned special education routes for the purpose of providing information about procedures followed to assist handicapped student passengers.

OTHER JOB FUNCTIONS

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

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS**SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED**

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; suctioning techniques for breathing impaired students required to some positions; two-way radio communication techniques and safe practices for cleaning spills.

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.

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.

LICENSES AND OTHER REQUIREMENTS

Valid California commercial driver's license Class B or A; current California School Bus Certificate and current medical certificate.

GENERAL WORKING CONDITIONS

Work involves driving a school bus; subject to disciplining students while driving, potential traffic hazards and occasional adverse weather conditions.