



May 2019
Revised Job Description
Personnel Commission Approval Date June 11, 2019
Board Approval Date May 20, 2019

Bus Driver

Definition

Under general supervision, safely operate a school bus over designated routes in transporting school children; perform general unskilled maintenance work on buses; and perform related work as required.

Essential Duties and Responsibilities

- Operates a school bus daily, or as assigned, over a designated route in conformity with an established time schedule, picking up and discharging school children;
- Escorts children across streets and stops traffic as necessary;
- Transports children and teachers on field trips to various locations;
- Maintains order among the children on the bus, following District policies regarding the disciplining of children and contact with parents and other citizens;
- Performs regular safety inspections;
- Maintains buses in clean and safe operating condition including washing, sweeping, cleaning, and refueling as necessary;
- Prepares a variety of records and reports related to assigned activities;
- Assists students in wheelchairs by loading and securing chairs before departure and assuring students are safely fastened in their seats.

Required Qualifications

- An appropriate California operator's license issued by the Department of Motor Vehicles;
- Valid California Class A or B license with passenger endorsement/air brakes;
- Valid First Aid Certificate which complies with VC 12522(c) if First Aid test is waived at CHP;
- Valid DL-51 Medical Card;
- Qualify for and maintain insurability by the District liability insurance carrier standards;
- Compliance with Federal law regarding drug-free status;
- Valid California School Bus Certificate-zero restrictions preferred: Applicants may be considered for hire with a Transit Type I school bus certificate with automatic transmission and air brakes under the condition that they must be upgraded to a zero restriction certificate (manual transmission modulated air system) within one year of hire date.

Training and Experience

- Any combination equivalent to graduation from high school and sufficient training and experience;
- One year of experience in the operation of a bus is preferred.

Knowledge of

- Safe and defensive driving practices;
- Proper operations of school buses;
- Applicable traffic and student transportation laws, codes, and regulations;
- Basic first aid procedures;
- Basic record-keeping and report preparation techniques;
- Interpersonal skills using tact, patience, and courtesy;
- Health and safety regulations;
- Oral and written communication skills;
- Two-way radio operation.

Ability to

- Drive a school bus and other automotive equipment safely and efficiently;
- Maintain a safe discipline level among passengers;
- Perform general maintenance work;
- Maintain bus in clean and proper working condition;
- Understand and carry out oral and written directions.

Physical Demands

- Sitting for extended periods of time while operating a bus;
- Hearing and speaking to exchange information;
- Reaching, pulling, and pushing to open bus doors and compartments;
- Bending at the waist, kneeling, or crouching to inspect/wash buses;
- Reaching overhead above the shoulders, or horizontally;
- Lifting between 20-45 lbs.

This position will be paid on Range 148V of the Classified Salary Schedule. There is no change from the previous salary.