

	<p><b>School Bus Driver</b></p> <p>Previously (Bus Driver)</p>	<p style="text-align: right;"><b>Classified Position</b></p> <p>Initial Date: July 8, 1976  Board Approval: March 20, 2012  Revision Date: March 6, 2012  Personnel Commission: 4/25/2012  Range: 49</p> <p>Reports to Supervisor of Transportation</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

To safely operate a school bus on designated routes to transport students/passengers to and from school sites and on occasional field trips; to maintain school bus in a clean and orderly condition. Positions in this class provide transportation from neighborhood pick-up site to school and return, or from home addresses to school sites for special education, or transport students in wheel chairs on specially equipped wheel chair lift buses. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for ensuring the safety of all passengers and ensuring the bus is in a safe operating condition at all times.

**REPRESENTATIVE DUTIES:**

- Drives a school bus safely on predetermined routes transporting students to and from schools or other authorized assignments
- Conducts safety and operational inspection of assigned bus daily and submits written reports
- Maintains order and proper discipline of students/passengers; resolves disputes; documents and reports disciplinary cases
- Issues and monitors bus passes
- Reports any needed mechanical repairs to assigned bus
- May be required to fuel buses
- May be required to assist in the transportation yard maintenance
- Maintains the cleanliness of the bus including exterior/interior of school bus
- Operates a two way radio to maintain communication to and from Dispatcher's office
- Maintains a variety of records and reports, including but not limited to mileage, routing, maintenance, time schedules, load sheets, daily inspection reports, and time cards
- Attends mandatory meetings, programs and in-service training
- Notifies Dispatcher's office of delays or changes that occur in scheduled route
- May assist with other routes when breakdown or other unusual circumstances occur
- Administers First Aid in emergencies
- May drive a District passenger vehicle occasionally to transport students
- May operate and review surveillance equipment and materials as required
- Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

- Observe legal and defensive driving practices
- Proper operation of school buses; conduct safety inspections and perform routine preventative maintenance
- Applicable traffic and student transportation laws, codes and regulations
- Basic record-keeping techniques; prepare reports
- Interpersonal skills using tact, patience and courtesy
- Health and safety regulations
- Oral and written communication skills; operate a two way radio
- Basic first aid procedures
- Learn and follow designated routes
- Meet schedules and time lines
- Learn and apply district policies and procedures related to student discipline and safety

- Meet the physical requirements necessary to safely and effectively perform required duties
- Physical ability to load, unload, and secure wheelchair students

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required

**LICENSES AND OTHER REQUIREMENTS:**

- Requires a valid California driver's license
- Requires a valid California commercial driver's license (class A or B) and an acceptable driving record
- Requires a valid California School Bus Driver's Certificate for a type 1 transit school bus
- May require pre-employment physical examination

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- School bus and outdoor environment
- Exposure to fumes, dust, odors, oil/grease and gases
- Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

- Sitting for extended periods of time while operating buses
- Hearing and speaking to exchange information
- Reaching, pulling and pushing to open bus doors
- Bending at the waist, kneeling or crouching to inspect and wash buses
- Climbing ladders or steps
- Reaching overhead, above the shoulders or horizontally
- Seeing to monitor passengers and operate a vehicle
- Lifting and carrying moderately heavy objects as assigned by the position

**HAZARDS:**

- Traffic hazards
- Driving a vehicle during adverse weather conditions
- Fumes from chemical cleansers and bus operation
- Working on ladders
- Potential for exposure to bodily fluids

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.