

## **BUS DRIVER**

### **DEFINITION:**

Under general supervision of the Director of Transportation, operates a school bus over designated routes, transporting students and passengers safely and efficiently; also transports students, teachers and passengers on field trips to various locations as the home to school schedule permits; does related work as necessary or required.

### **EXAMPLES OF DUTIES:**

Drives a school bus over an assigned route in accordance with time schedules, picking up and/or discharging students; *E*

Provides required special care and assistance to disabled passengers; *E*

Maintains good order among student passengers both on the vehicle and while at pickup/discharge points; *E*

Assists in maintaining the vehicle in a clean and safe condition, inspecting the assigned vehicle at least daily and promptly reporting, correcting, or causing to be corrected any noted defects; *E*

Keeps operation and other records; *E*

Participates in school bus emergency evacuation drills; *E*

Transports students, faculty, parents on field, athletic or other assigned trips; *E*

Attends retraining, skill improvement, safety and other meetings as directed;

May administer first aid.

### **SUPERVISION:**

General supervision is received from the Director of Transportation.

Supervision is not exercised over other employees, supervision is exercised over transported students and passengers as required.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

Applicable provisions of the California Motor Vehicle, Education Codes, District, City regulations regarding

transportation of students;

Safe driving practices;

Approved first aid methods;

Basic safety and maintenance requirements of transportation equipment (school busses).

***E* denotes an essential function of the job.**

**Ability to:**

Obtain and maintain a valid California School Bus Driver's Certificate;  
Drive a school bus safely;  
Maintain order among passengers;  
Administer first aid;  
Read and follow route maps and other oral and written instructions;  
Handle a variety of situations with tact and diplomacy;  
Establish and maintain good working relationships;  
Employ legal and defensive driving techniques;  
Keep records;  
Learn and carry out vehicle and equipment safety checks.

**EDUCATION AND EXPERIENCE:**

Prior experience in the operation of a bus or heavy motor vehicle is desirable; individuals possessing the knowledge, skills and abilities listed above are considered to possess the education required to succeed in the position.

**LICENSES AND CERTIFICATES REQUIRED:**

Possession of a valid and appropriate California Driver's License, successful completion of all examination components required of school bus drivers by the California Highway Patrol including a class B, P endorsement, valid and unrestricted School Bus Certificate, valid standard Red Cross First Aid Certificate and valid Medical Examiners Certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Frequently sits, stands, walks, climbs stairs; stoops, bends, reaches over head; may move students weighing up to 50 pounds; uses both hands and legs simultaneously; repetitively twists and exerts pressure with wrists and hands; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; has good depth perception and color vision; visual acuity sufficient to see small details and long distances in an outdoor environment; drives a school bus; works inside and outside; works with loud noises and vibration; occasionally exposed to fumes, gases, machinery with moving parts, and moving vehicles; frequently exposed to minor, occasionally severe, contagious diseases; may require working split shifts and/or extended hour/day assignments; has direct contact with the public, students, passengers and other district staff; works frequently without guidance from supervisor and occasionally in negative interpersonal situations; works with high volume and tight deadlines.

Last Revised 3/14/02

Reviewed with no revisions 10/12/06