



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## **BUS DRIVER**

### **JOB SUMMARY:**

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; performs regular safety inspections, prepares and maintains records related to assigned activities.

### **REPRESENTATIVE DUTIES (*E* denotes an essential function of the job):**

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

Assist in the loading and unloading of physically or mentally disabled students as necessary; *E*

Transport students, faculty and parents on field trips or to athletic events meeting scheduled departure and arrival times as assigned; *E*

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

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

Prepare and submit reports that may include the number of passengers or trips, hours worked, mileage, and/or fuel consumption, and other records; *E*

Participate in school bus emergency evacuation drills; *E*

Comply with traffic regulations in order to operate vehicles in a safe and courteous manner; *E*

Communicate with students, parents, teachers, administrators, etc., for the purpose of conveying and/or receiving information;

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

May administer first aid;

Perform other duties as required to accomplish the objectives of the position.

**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 Policies and Procedures, City regulations regarding transportation of students;
- Proper operation of school buses of various sizes;
- Safe and defensive driving practices;
- Approved first aid methods;
- Basic record-keeping and report preparation techniques;
- Basic safety and maintenance requirements of transportation equipment (school buses), and transportation of children.

**Ability to:**

- Maintain a valid California School Bus Driver's Certificate;
- Drive a school bus safely;
- React appropriately in an emergency situation to maintain order on the bus;
- Operate wheelchair lifts, seat belts, safety vests, and other adaptive equipment;
- Assist in loading and unloading disabled children;
- Maintain order among passengers;
- Administer first aid;
- Read, interpret and follow route maps and other oral and written instructions;
- Learn and apply district policies and procedures related to student discipline;
- Handle a variety of situations with tact and diplomacy;
- Employ legal and defensive driving techniques;
- Keep and complete records;
- Learn and carry out vehicle and equipment safety checks;
- Adhere to route and time table;
- Maintain valid driver's license and endorsement and safe driving record
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy;
- Pass mandatory drug and alcohol screening test.

**EMPLOYMENT STANDARDS:**

**Education:**

- Requires a high school diploma or equivalent.

**Experience:**

- Prior experience in the operation of a bus or heavy motor vehicle is desirable.

**LICENSES AND CERTIFICATES REQUIRED:**

- Possession of a valid California Class A or B Commercial driver license with Passenger “P” and School Bus “S” endorsements;
- Possession of a valid California Special Driver Certificate for school bus with no restrictions preferred except numbers “1” (automatic transmission only) and “6” (first aid test waived);
- Possession of valid CPR certification and First Aid certification if first aid was waived at CHP;
- Possess certification of successfully passing a DMV medical examination;
- Department of Motor Vehicle (DMV) driving record dated within the last 30 days of application or certification for interview;
- All of the above licenses, certificates and endorsements must be maintained as a condition of continued employment.

**PHYSICAL DEMANDS WORKING ENVIRONMENT AND HAZARDS:**

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. Exposure to driving a school bus during adverse weather and traffic conditions. Traffic hazards when stopping and escorting students across street. Working at heights when inspecting and cleaning buses. Employment is contingent upon passing a pre-employment drug testing (D.O.T). Passing random and periodic drug and alcohol testing as required by the Department of Transportation, is required as a condition of continued employment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last Revised 3/14/02, 10/26/2012

Reviewed with no revisions 10/12/06

Revised effective 12/13/2012

Job Description Review and Revisions Effective: 9/11/14