

SCHOOL BUS DRIVER

JOB SUMMARY: Under the direction of the Transportation Supervisor, operates a school bus to designated locations to transport students, including those who are mentally or physically disabled, in wheel chairs, or otherwise require special help, and performs other related duties as assigned.

ESSENTIAL FUNCTIONS (include but not limited to):

1. Controls loading and unloading of bus to insure safety of passengers.
2. Maintains good order and administers proper discipline of all passengers while on the bus and at bus stops.
 - a. Follows district policies regarding disciplining of children and contact with parents and other citizens.
3. Transports children, teachers, and other authorized staff members and personnel on field, athletic, and other trips as directed.
 - a. Assists in choosing the best route, if requested, to make the trip commensurate with good safety factors as well as time and distance factors. Changing the selected route may be made only if safety factors deem it necessary.
 - b. Decides when and how often the bus stops, including stops at points of interest, within bounds set by the Board of Trustees, California Education Code, and other traffic regulations.
 - c. Adheres to departure and arrival time as scheduled.
 - d. Maintains a continual vigilance on the mechanical condition of the bus.
4. Assists in maintaining the bus in good operational order by inspecting daily the windshield, lights, horn, and other equipment including the brakes and emergency exits for any operational defects.
 - a. Reports all deficiencies to the Dispatcher.

- b. Makes minor repairs or adjustments on trips if needed.
5. Cleans interior and exterior of bus at times specified by Supervisor.
6. Keeps records and reports as required.
7. Does other related work as required and assigned.

EMPLOYMENT STANDARDS:

Required:

1. Valid Class II California driver's license, either a Standard Red Cross First Aid Certificate or passage of California Highway Patrol First Aid Test, C.P.R. Certificate, and a State of California Special Driver Certificate to operate a school bus.
2. One year recent experience in the operation of a motor vehicle sufficient to qualify one to drive a school bus.
3. Equivalent to graduation from high school.

Desirable:

Knowledge of:

1. Safe driving practices.
2. Provisions of the California Motor Vehicle Code and the California Education Code applicable to the operation of vehicles in the transportation of school children.
3. Local traffic laws and regulations.
4. Geography of the school district.

Ability to:

1. Drive and operate a passenger bus and other automotive equipment safely and efficiently.
2. Maintain buses in a clean and serviceable condition.
3. Establish rapport with students, parents, and other staff members.

4. Understand and obey all provisions of the California Education Code and California Motor Vehicle Code applicable to the operation of school buses.
5. Understand and follow oral and written directions in all matters, including the preparation of records and reports.
6. Use tact in dealing with students, parents, staff, and general public.
7. Physical ability to perform the above listed essential functions with or without reasonable accommodation.

Board Approved
6-17-97