

SCHOOL BUS DRIVER
REVISED

DEFINITION

Under general supervision, operate a school bus or transportation vehicle over designated routes within an established time schedule; transport students to and from school and on special event trips; perform daily inspections of a school bus and transportation equipment; and do other related work as required.

ESSENTIAL FUNCTIONS

Drive a school bus or transportation vehicle over assigned routes in accordance with an established time schedule; transport students to and from school; load and unload students safely at designated stops and on study trips; **observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes, and regulations;** stop traffic and escort students across streets when necessary; **conduct daily pre-operative safety inspection on assigned vehicle; inspect the interior, exterior, braking and electrical systems, engine, and tires; sweep, clean, and refuel buses;** maintain bus or transportation vehicle in a clean and orderly condition, and inspect and report any and all mechanical defects or malfunctions; adhere to policies and procedures in maintaining appropriate student behavior and public contacts concerning transportation problems and concerns; complete daily transportation activity record, including number of students transported, type of trip, standby time, and route reports; ~~sweep, clean and refuel buses;~~ transport special education students with varied learning, emotional, and behavioral needs and physical handicaps **and secure them in seatbelts, safety vests, or other restraints depending on the needs of the student;** lift and secure wheel chairs **with tie-downs** and assist in the loading and unloading of students with physical handicaps as necessary, **including pushing chairs on and off the ramp and operating the lift;** administer basic first aid as required and contact appropriate administrators **and/or authorities** in case of any serious illness or injury; **conduct student emergency bus evacuation drills as required; report all accidents and complete required reports;** may prepare and submit student referral forms as needed; maintain and submit reports such as time cards, school bus inspection forms, and mileage charts; **attend and participate in transportation safety and in-service training workshops and meetings.**

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Safe driving practices and techniques;
Basic first aid procedures and methods;
Safety and maintenance requirements of school busses and other student transportation equipment;
Provisions of the California Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of school children;
Provisions of the Highway Patrol Handbook 82.7.

Ability to:

Drive a school bus and other transportation equipment safely and efficiently;
Exercise good judgement and extreme caution when driving;
Maintain appropriate student behavior on a school bus or other transportation equipment;
Perform appropriately in situations requiring tact, customer service, and diplomacy;
Understand and carry out oral and written directions;
Learn to operate a two-way radio;
Exercise independent judgement and problem-solving skills related to specific areas of responsibility;
Establish and maintain effective working relationships with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Completion of the twelfth grade or equivalent thereof, supplemented by coursework or training in Assertive Discipline Techniques is desirable.

Experience:

Appropriate experience in the transportation of school children and be free of citations and motor vehicle code violations. Completion of a school bus driver training program.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California Driver's License (Class B); possession of the California Special Driver's Certificate – School Bus. **Possession of an Air Brake endorsement and operate a Type I school bus or must be able to obtain within six (6) months of hire date (prior to 6-month anniversary) for probationary employees.** Possess a valid and current first aid certificate or pass a test given by the California Highway Patrol.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Medium work - lifting, carrying, pushing and/or pulling of objects weighing up to 50 pounds;- **push or pull children in wheelchairs; sit for extended periods of time when operating a transportation vehicle; walk on level surfaces and uneven slippery surfaces; climb vehicle stairs; stand for extended periods of time; stoop and bend at the waist; use of both legs; fine coordination including power grasping; wrist/arm coordination; grasp/hold and reach; color, near, and night vision; depth perception; use of both eyes with/without corrective lenses; sense of smell; hear and speak to exchange information; able to distinguish sounds in a transmission or engine; Pphysical dexterity in limbs and digits necessary to operate a motor vehicle.**

Working Conditions:

Operate school buses or passenger vans of various sizes for prolonged periods of time requiring constant attention to traffic and road conditions while maintaining appropriate student behavior;- **driving in various road and weather conditions; traffic hazards; exposure to fumes, dust, odors, and oil/grease; Aa** physical examination may be required prior to employment to this class, and every two years thereafter.

Pre-placement Physical: Class I

08/23 06/25