

## **BUS DRIVER**

### **BASIC FUNCTION:**

Under the direction of the Transportation Manager, operate a school bus over designated routes in transporting regular and special education students to and from school, activities and events; provide safe and efficient transportation for District students to and from school, special events and field trips; perform daily inspections and maintenance of vehicle; assist in the loading and unloading of physically and educationally handicapped students as necessary.

### **REPRESENTATIVE DUTIES:**

- Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation; transport students to and from school, special events and field trips. **E**
- Load and unload students at designated stops; check for correct student identification cards as required; escort students across streets when necessary; stop traffic as necessary. **E**
- Transport physically handicapped and educationally handicapped students to and from designated locations; lift and secure wheel chairs; assist in the loading and unloading of handicapped students as necessary. **E**
- Transport students and teachers on field trips to various locations; assure compliance with departure and arrival time. **E**
- Monitor students on bus and at bus stops; assure proper conduct and discipline on bus; prepare referrals according to established District policies regarding the discipline of students as necessary; conduct routine and emergency bus evacuation drills as directed. **E**
- Maintain bus in a safe operating condition through prescribed daily vehicle inspections, including cleaning windows, mirrors and bus interior and exterior; check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel. **E**
- Utilize two-way radio for bus to bus and bus to base communication; receive information of road and traffic hazards, student discipline situations and others. **E**
- Prepare and maintain a variety of records, including bus inspections, mileage, fuel usage and other related information.
- Perform related duties as assigned.

### **KNOWLEDGE OF:**

Safe driving practices.

Provisions of the California Motor Vehicle Code, the Education Code and District regulations applicable to the operation of vehicles in the transportation of children.

California Highway Patrol Handbook on Commercial Equipment (82.7).

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Must submit to and pass pre-employment and random drug and alcohol screening.  
Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.  
Maintain order and discipline among students while driving a school bus.  
Maintain assigned vehicle in a clean and safe operating condition.  
Recognize equipment malfunctions and take appropriate action.  
Learn designated bus routes including stops and traffic hazards.  
Maintain routine records.  
Establish and maintain cooperative and effective working relationships with others.  
Understand and follow oral and written directions.  
Meet schedules and time lines.  
Observe legal and defensive driving practices.  
Assist in loading and unloading handicapped students as necessary.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience in the operation of a motor vehicle.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid and appropriate California Class B driver's license with passenger endorsement.  
Valid California School Bus Driver's Certificate issued by the California Highway Patrol.  
Valid Medical Examiner's Certificate.

**WORKING CONDITIONS:****ENVIRONMENT:**

School bus environment.  
Driving in various road and weather conditions.  
Noise.

**PHYSICAL ABILITIES:**

Lifting, carrying, pushing, and pulling heavy objects.  
Sitting for extended periods of time when operating a transportation vehicle.  
Walking and stepping up and down or standing for extended periods of time.  
Bending at the waist.  
Hearing and speaking to exchange information.  
Reaching, pulling and pushing to open bus doors.

**HAZARDS:**

Traffic hazards when stopping traffic and escorting students across streets.

11/14/96  
SMJUHSD  
Range 18