

## CENTER UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Relief Bus Driver

### DESCRIPTION OF BASIC RESPONSIBILITIES

To operate a school bus or transportation vehicle over designated routes within an established time schedule; to transport students to and from school and on special event trips; enforcing rules, regulations, and laws to maintain safety during transport; input data and produce mileage reports, communicate with parents, staff and administrators regarding student needs; recommend routing schedule formats, and dispatch.

**SUPERVISOR:** Transportation Supervisor

### TYPICAL DUTIES:

1. Proficient to drive each and any school bus or transportation vehicle over designated routes in accordance with specified time schedules, assuring compliance with departure and arrival times, regulations and laws related to pupil transportation; transport students to and from school, special events, and field trips.
2. Assist in evaluating transportation routes and report road conditions.
3. Transport students to and from school; transport students and staff on field trips to various locations, sometimes choosing the best route and making departure and arrival time as scheduled including special event trips in urgent situations.
4. Directs students regarding safety for the purpose of enforcing rules, regulations, laws and safety; monitor and assure proper conduct and discipline on bus and at bus stops; report potentially dangerous situations to dispatch.
5. Informs school personnel of practices and incidents (e.g. rules, regulations, laws, procedures) for the purpose of providing information for follow-up action and/or proper procedures.
6. Assists students and other passengers for the purpose of providing safe ingress and egress from buses including emergency situations, normal transport, and special needs; escort students across streets and stopping traffic when necessary.
7. On routes and field trips requiring the transportation of handicapped students to and from designated locations; lift, load and secure wheel chairs, assist in the loading and unloading of handicapped children as necessary; and provide appropriate care and assistance to handicapped passengers.
8. Attends training for the purpose of maintaining skills and meeting requirements for school bus certificate.
9. Cleans assigned vehicles, both interior/exterior, for the purpose of maintaining appearance, sanitation and safety of vehicle.
10. Assist in the planning, organizing and implementing of student safety and pupil transportation vehicle evacuation drills.
11. Serve as a department resource regarding transportation services, respond to inquiries and provide accurate information.
12. May require to dispatch and utilize two-way radio to communicate instructions to bus drivers for routine and emergency problems.
13. Assist with the resolution of situations involving student discipline/behavior.
14. Maintain bus in safe operating condition through prescribed daily vehicle inspections, including: engine compartment and fluid and fuel levels; all gauges, indicators and warning devices; horns, driver's seat and seat belt; all

- doors, door emergency release and window functioning; all school bus seats, handrails, interior and exterior lighting systems; all glass and mirrors including adjustment, inspection of windshield wipers and washers; inspection of all tires; wheels and lug nuts; all required emergency equipment (i.e. fire extinguishers, first aid kit); instrument panel, odometer readings; hydraulic brake system; pedal movement; parking brake, air brake system and emergency stopping system.
15. Respond to public contacts regarding transportation issues and concerns.
  18. Report any mechanical malfunctions to appropriate personnel.
  19. Attend in-services and safety meetings as assigned.
  20. Complete daily transportation activity records.
  21. Complete monthly mileage reports.
  22. Utilize two-way radio base to bus, bus to bus and bus to base communications.
  23. Perform any other bus driver duties.
  24. Other related work as required.

## **EDUCATION AND EXPERIENCE**

### **(Licenses, Certifications, Bonding and/or Testing Required)**

High school diploma or equivalent

Previous experience preferred.

Successful completion of a California school bus driver-training program.

A valid California Class A or B commercial driver's license issued by the California State Department of Motor Vehicles with passenger and air brake endorsement.

Valid California Special Driver Certificate, if applicable to routes and field trips.

Possession of a School Bus Driver's Certificate issued by the California Highway Patrol.

Possession of current DMV H6 Driver History readout.

Valid medical certificate and medical card.

Valid first aid certificate comparable to the Standard Red Cross First Aid Certificate. The first aid certificate is waived if the applicant has successfully completed the approved first aid test with the California Highway Patrol.

Applicants in this manner need not hold a valid certified Red Cross First Aid Certificate.

A copy of the State Department of Education Training Certificate (T-01). This document certifies that the applicant has displayed a level of competency necessary to drive a school bus safely and will be proof of current training hours necessary for a school bus driver.

Evidence of insurability

TB and drug test clearance

Criminal Justice fingerprint clearance

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Safe driving practices and techniques.

Safety and basic maintenance requirements of bus and other pupil transport equipment.

Provisions of the California Motor Vehicle Code and the California Education Code applicable to the operation of vehicles in transporting school children.

Policies and procedures of the Transportation Department.  
State and local regulations governing the operation of school transportation facilities.  
Basic office practices, procedures and equipment including computer software and applications desired but not required.

**Ability to:**

Operate school buses and other transportation equipment in a safe and efficient manner.  
Maintain appropriate licensing and certificates to operate a school bus.  
Maintain order and discipline among students on a school bus or other transportation equipment.  
Learn a designated bus route, bus stops, and district traffic hazards.  
Read and interpret maps.  
Operate a two-way radio to communicate.  
Communicate effectively both orally and in writing in a clear and concise manner.  
Evaluate schedules and meet deadlines.  
Plan and organize activities.  
Administer first aid.  
Understand and carry out oral and written instructions.  
Work independently.  
Make common sense decisions in potentially critical situations.  
Establish and maintain cooperative and effective working relationships with others.  
Work with discretion and in confidence with information.  
Assemble data and prepare clear and concise mileage reports.  
Coordinate and monitor bus routes.  
Analyze situations and adopt an effective course of action.  
Learn, interpret, apply and explain rules, regulations, laws, policies and procedures.  
Establish and maintain cooperative and effective working relationships.  
Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner.  
Work additional hours.

**PHYSICAL CHARACTERISTICS**

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone and office equipment.
5. Sufficient mobility to move about the District and drive a vehicle.
6. Sufficient strength to lift 50 lbs. or carry object weighing over 25 lbs.
7. Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.