

CENTER UNIFIED SCHOOL DISTRICT

JOB TITLE: Bus Driver

DESCRIPTION OF BASIC RESPONSIBILITIES

To operate a school bus over designated routes for the purpose of safely transporting students over scheduled routes and/or special excursions.

SUPERVISOR: Transportation Supervisor

TYPICAL DUTIES:

1. Drive a school bus over designated routes according to daily time schedules.
2. Pick up and drop off students.
3. Escort students across streets/roadways, stopping traffic as necessary.
4. Transport students and teachers on field trips to various locations, on occasion choosing the best route, departing and arriving as scheduled.
5. Using a prescribed check list, inspect vehicles to maintain safe operating condition.
6. Recommend route/stop changes to supervisor.
7. Advises on repairs needed.
8. Attend scheduled safety meetings and safety programs
9. Maintain good order among students on buses.
10. Report incidents that affect the safety of students to supervisor.
11. Follow District policy regarding student discipline and when in contact with parents and other citizens.
12. Clean complete interior of bus, lift and clean under seats, dust and wash seat backs, interior walls, windows and floors annually.
13. Maintain record of mileage driven.
14. May be assigned to check fuel status on buses and refuel as necessary.
15. Start and warm up bus before beginning daily route.
16. Clean windshield, headlamps, tail and turn lamps and mirrors daily; sweep and clean bus daily.
17. Wash exterior of buses.
18. Direct students regarding safety for the purpose of enforcing rules, regulations, laws and safety.
19. Inspect assigned vehicles, i.e. brake system, oil levels, coolant, tire pressure, and exterior condition to assure vehicle is in a safe operating condition.
20. Prepare documentation to provide written support and/or convey information.
21. Clean assigned vehicles, interior and exterior, to maintain appearance, sanitation and safety of vehicle.
22. Assist students and other passengers in providing safe entrance and exit from buses, including both emergency situations and normal transport.
23. Assess potential emergency situations and take appropriate action to protect the well being of passengers.
24. Attend training to maintain skills and meet school bus certificate requirements.
25. Fuel assigned vehicle to maintain in safe operating condition.
26. Perform other duties similar to the above in scope and function as required.

EDUCATION AND EXPERIENCE

High school diploma or equivalent
Previous experience preferred
Possession of currently valid Class B Driver's License, Air Brake Endorsement, Passenger Endorsement, California Special Certificate for School Bus Drivers, and Department of Transportation DL-51 (Medical) Certificate.
Evidence of insurability
First Aid Certificate
TB and drug test clearance
Criminal Justice fingerprint clearance

EMPLOYMENT STANDARDS

Knowledge of:

Vehicle operation
Safe driving practices
California Vehicle Code and the Education Code applicable to the operation of vehicles transporting students
Methods of maintaining order in a diplomatic manner
Knowledge of first aid practices
Basic maintenance requirements and Driving Code

Ability to:

Evaluate schedules and meet deadlines
Operate a school bus and other automotive equipment safely and efficiently
Maintain order among students on a school bus
Understand and carry out oral and written directions
Work independently with minimal supervision
Maintain basic records
Make common sense decisions in potential critical situations
Recognize malfunctions in equipment and take appropriate action
Plan and organize activities
Administer First Aid
Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner
Communicate effectively in both oral and written form
Establish and maintain cooperative relationships with those contacted in the performance of required duties

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.