

BUS DRIVER

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the general supervision of the Transportation Director, operates a passenger bus safely and skillfully, to transport school children, maintains proper discipline on buses, keeps records; prepares reports, understands and follows directions, performs other related duties as required.

ESSENTIAL FUNCTIONS:

- Drives a school transportation vehicle within prescribed route(s) in accordance with time schedules, picking-up and discharging students at designated stops
- Escorts and assists students on and off vehicle and across the street when necessary
- Transports students and teachers on field trips to various locations
- Maintains order and proper discipline of student passengers according to District Policy
- Conducts safety and operational inspection of assigned vehicle daily
- Services buses with gasoline and oil, checks and fills tires and batteries
- Evacuates vehicle in safe and timely manner when necessary and conducts periodic drills for same as required by law, completing necessary reports upon request
- Maintains cleanliness of vehicle to ensure safe operating condition
- Checks-out and reports needed mechanical repairs when necessary
- Completes periodic mileage reports and time sheets
- Attends various meetings regarding safety, first aid, training updates, etc., as required
- Attends driver training programs to maintain current knowledge of California Motor Vehicle Code and Education Code as it applies to the operation of vehicles in the transportation of school children
- Performs other related duties as required

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Possession of a valid and appropriate California State Driver's License
- Possession of a California State School Bus Driver's Certificate
- Possession of a safe driving record that is in compliance with the restrictions set forth by the California Vehicle Code

KNOWLEDGE OF:

- State and traffic laws and regulations
- Rules and regulations of the State Department of Education pertaining to the operation of school buses and the transportation of pupils
- Geography of school District
- Basic first aid practices, procedures, and techniques
- Safe driving practices
- Basic preventative maintenance requirements of automotive equipment

SKILL TO:

- Read and write at a sufficient level to successfully perform the required duties
- Understand and carry-out both oral and written instructions in an independent manner
- Establish and maintain proper student conduct on school bus

- Exercise good judgment and extreme caution while driving
- Maintain valid certification as school bus driver according to State regulations
- Establish and maintain effective working relationship with those contacted in the performance of required duties

PHYSICAL FUNCTIONS:

Ability to:

- Sit for extended periods of time
- Stand for extended periods of time
- See for the purpose of reading laws, codes, rules, policies and other printed matter
- Hear and understand speech at normal levels
- Communicate so others will be able to clearly understand a normal conversation
- Bend, twist, kneel and stoop
- Lift and carry seventy-five (75) pounds
- Reach in all directions

EXPERIENCE:

Six (6) months of experience as a school bus driver or one (1) year of truck driving experience desirable

WORK YEAR:

The work year is one hundred eighty (180) days, less paid holidays, and earned vacation

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.