I. Position Title

Bus Driver

II. Position Description

Under general supervision, drives a school bus over an assigned route in a safe and efficient manner in the transportation of pupils; and, to do related work as may be required. A major portion of the time of positions in this class is spent in driving a school bus, over designated routes according to established time schedules. Incumbents regularly carry out extensive daily safety and mechanical checks of their assigned vehicle and attend training and in-service programs to assure the highest level of safe driving practices and supervises the conduct of students being transported. May also be assigned to such related support duties as cleaning and washing buses, preparing routine clerical reports and working with school personnel to resolve a variety of transportation related problems.

III. Examples of Duties/Responsibilities

A. Drives a school bus over designated routes according to established time schedules-

B. Picks up and discharges pupils at designated stops-

C. Escorts pupils across streets when necessary-

D. Supervises the conduct of pupils being transported following District policy-

E. Transports pupils and teachers on various special event trips-

F. Rinses, sweeps, polishes interiors of bus-

G. Keeps simple records such as daily log of route miles traveled and pupils transported, and may make related reports in the Transportation Department office-

H. Refuels, checks oil level, water and checks tires, brakes, gauges, electrical systems, warning lights and buzzers, emergency fire extinguishers and flares, emergency exits and doors and reports mechanical defects if any are noted-

I. May suggest route changes, stops and map times, take practice runs as necessary to become familiar with routes-

J. Exercise responsible leadership when on out-of-district school trips-

K. Reports all accidents and completes required reports-

(E) – Essential

IV. Minimum Qualifications

Knowledge of:
• Safe driving practices
• Operation of large transportation vehicles and the laws governing their use

Ability to:
• Drive a school bus and other similar automotive equipment safely and calmly
• Maintain order among pupils riding in a school vehicle
• Establish and maintain effective working relationships with pupils, the public, and other staff
• Learn the proper methods of basic bus servicing and safety checks
• Perform simple record-keeping and clerical duties
• Observe all mandatory safety regulations for school buses

Licenses and Certificates
• Valid Class A/B California driver’s license
• Possess a school bus driver’s certificate issued by the Department of Motor Vehicles through the California Highway Patrol
• Standard Red Cross First Aid Certificate or pass test given by the California Highway Patrol
• Have an acceptable driving record and qualify for insurability by District insurance carrier

Education and Experience
• Graduation from High School or equivalent
• Individuals possessing the abilities listed above are considered to possess the necessary experience

Working Conditions
Environment
• School bus operation environment
• Subject to driving in various road and weather conditions
• Noise

Physical Abilities
• Bending at the waist
• Hearing and speaking to exchange information
• Seeing to monitor students on bus
• Grasping and gripping
• Movement of the feet to operate foot controls
• Sitting for extended periods of time
• Reaching overhead, above shoulders and horizontally
• Squatting, stooping
• Climbing stairs

Hazards
• Exposure to driving a school bus during adverse weather and traffic conditions
• Exhaust fumes/dust
• Abusive or uncooperative individuals
• Pushing and pulling

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