

JOB TITLE: BUS DRIVER

BASIC FUNCTION

Under the direction of the Director of MOTF, or his/her designated Administrator, to operate a school bus or transportation vehicle along designated routes within an established time schedule, transport students to and from school and on special event trips, perform regular safety inspections of bus or transportation equipment, according to established procedures.

ESSENTIAL JOB FUNCTIONS

- Drives a school bus or transportation vehicle along designated routes in accordance with an established time schedule
- Transports students to and from school, athletic events, field trips, and special events as assigned, loads and unloads students safely at designated stops
- Stops traffic and escorts students across streets according to established procedures
- Inspects the bus and report mechanical defects or malfunctions, performs pre-trip inspections according to established procedures
- Maintains the bus or transportation vehicle in a clean and orderly condition
- Maintains order and discipline among passengers on at all times
- In accordance with policies, disciplines students and prepares related reports as assigned
- Advises students in bus evacuation procedures
- Monitors and enforces the district student bus pass program
- Adheres to policies and concerning transportation problems and concerns
- Prepares and maintains records and reports related to assigned activities including the daily transportation activity record
- Sweeps, cleans and refuels buses
- Administers first aid as required
- Transports students, including students with special learning needs and physical disabilities, as assigned, assist all students to board, sit in and leave the bus safely, assist student in wheelchairs by loading and securing chairs before departure and assuring student are safely fastened into their seats, utilize wheelchair tie downs, student securement devices and seat belts
- May collect funds for bus passes
- Utilizes two-way radios for bus to bus and bus to base communications
- Drives a vehicle to conduct work
- Performs other duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Drive a school bus and other transportation equipment safely and efficiently
- Operate school vans with lifts
- Maintain appropriate student behavior on a school bus or other transportation equipment
- Perform appropriately in situations requiring tact and diplomacy

Knowledge of:

- Safe driving practices and techniques
- Basic first aid procedures and methods
- Safety and maintenance requirements of bus and other pupil transportation equipment
- Applicable traffic and student transportation laws, codes and regulations
- Basic record-keeping techniques

Ability to:

- Drive a school bus safely and efficiently
- Learn and apply policies and procedures related to student discipline on buses
- Observe legal and defensive driving practices
- Maintain bus in clean and proper working condition
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to superior as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Understand and carry out oral and written directions
- Administer first aid
- Maintain routine records
- Communicate, both written and oral, using tact, patience and courtesy
- Perform bus child checks regularly as required
- Ensure students are not left unattended on the bus
- Conduct post trip inspection at the end of each shift

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that they can also do light and sedentary work. (*Code of Federal Regulations - Section 404.1567 "Physical Exertion Requirements"*)
- Bending at the waist, kneeling or crouching
- Sitting for extended periods of time while operating buses
- Perceiving the nature of sound, visual acuity (near and far) and depth perception
- Manual dexterity to operate equipment and push and pull repetitively
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

One year of experience in the transportation of students or the completion of a school bus driver training program.

Education:

Equivalent to the completion of High School.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a valid Class A or B, California Motor Vehicle Operator's License with passenger, school bus endorsements and Air Brake Certification
- Possession of a valid School Bus Driver's Certificate with restrictions 0 or 1, issued by the appropriate agency, including the passage of a first aid examination

CONDITIONS OF EMPLOYMENT

- Insurability by the District's liability insurance carrier
- Employees in this classification are subject to random drug testing as prescribed by Federal law