



PERSONNEL COMMISSION

Class Code: 0101
Salary Range: 24 (C2)

BUS DRIVER

JOB SUMMARY

Under the direction of a Transportation Supervisor, drive a school bus to transport students safely and efficiently to locations along designated routes; perform daily safety inspections; prepare a variety of records and reports related to assigned activities; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Drive a school bus to transport students safely and efficiently to and from school along designated routes; pick up and drop off passengers in accordance with specified time schedules; observe legal and defensive driving practices. **E**
- Maintain order and discipline among passengers on the bus and while loading and unloading the bus in accordance with applicable District policies; prepare unsatisfactory student conduct reports as necessary. **E**
- Conduct required pre and post-trip daily safety inspections of bus, inspecting the interior, exterior and engine of the bus; report mechanical malfunctions or other problems to appropriate personnel. **E**
- Maintain assigned bus in a clean and safe operating condition; wash, wax, sweep and clean bus; check fluid levels; refuel and prepare bus for operation; replace fuses and light bulbs while on the road as necessary. **E**
- Transport students, faculty, parents and other passengers on field trips and to athletic events, special events and other destinations; meet scheduled departure and arrival times; load and unload luggage, supplies and equipment including field trip lunch containers; install and remove snow tire chains as necessary. **E**
- Determine appropriate action in emergency situations according to established guidelines; contact appropriate emergency personnel; administer first aid to passengers as needed; prepare accident and incident reports as needed. **E**
- Attend safety meetings and driver education and safety programs to maintain current knowledge of safety procedures and emergency equipment in the event of an illness, accident or breakdown. **E**
- Conduct practice bus evacuations as required; provide bus evacuation and safety instructions to students and staff in accordance with established guidelines. **E**
- Utilize two-way radios for bus to bus and bus to base communications; utilize hand tools. **E**

- Maintain a variety of records and reports related to assigned activities and passengers including mileage reports, student seating charts, time sheets and trip sheets. *E*
- Repair and replace bus seats and upholstery as necessary; dismantle seats, replace foam and re-tack upholstery; repair and replace bus flooring as needed. *E*
- Inform appropriate personnel of routes or student pick up points in need of updating or revising. *E*
- Assist in trash hauling and trucking operations as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Bus Drivers drive school buses of approximately 78 passenger capacity safely and efficiently to assigned locations along designated routes, transporting students, faculty and parents to and from school, on field trips and to athletic and other special events. Bus Drivers assigned to Santa Catalina Island drive school buses of approximately 19 and 42 passenger capacity.

EMPLOYMENT STANDARDS

Knowledge of:

- Safe and defensive driving practices.
- Proper operation of school buses.
- Applicable traffic and student transportation laws, codes and regulations.
- First aid procedures.
- Proper operation of a two-way radio.
- Basic maintenance requirements of school buses.
- Basic record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

Ability to:

- Drive a school bus safely and efficiently along a designated route.
- Observe legal and defensive driving practices.
- Maintain assigned bus in a clean and proper working condition.
- Maintain a safe discipline level among passengers.
- Learn and apply District policies and procedures related to student discipline.
- Conduct required safety inspections.

Administer first aid.
Maintain routine records and reports.
Determine appropriate action within clearly defined guidelines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Operate a two-way radio.
Read and interpret maps.

Education and Training:

Equivalent to graduation from high school.

Experience:

One year of experience driving a bus of approximately 78 passenger capacity.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class B driver's license with passenger and air brake endorsements.
Valid unrestricted California Special Driver Certificate for school bus operation.
Valid Medical Card.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

Under federal law, those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

WORKING ENVIRONMENT

School bus and outdoor environment.
Evening or variable hours.

Driving a vehicle to conduct work.
Traffic hazards.
Driving a vehicle during adverse weather conditions.
Exposure to fumes, dust, odors and oil/grease.
Working at heights or on ladders while inspecting and cleaning the buses.

PHYSICAL DEMANDS

Sitting for extended periods of time.
Reaching, pulling and pushing to open bus doors.
Bending at the waist, kneeling or crouching to inspect and wash buses.
Climbing ladders or steps.
Lifting and carrying objects weighing up to 35 pounds.
Reaching overhead, above the shoulders or horizontally.
Seeing to monitor passengers and operate a vehicle.
Hearing and speaking to exchange information.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.