

## **SCHOOL BUS DRIVER**

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### **Purpose Statement:**

The job of School Bus Driver is done for the purpose/s of transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle operation is in a safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

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### **Essential Functions**

- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving and/or recommending a resolution to the situation.
- Assists students (including special needs students) and other passengers for the purpose of providing safe loading and unloading from buses including both emergency situations (including bus evacuations) and normal transport.
- Attends meetings, trainings, etc. for the purpose of maintaining skills and meeting requirements of school bus driver certificate.
- Drives schools' buses for the purpose of transporting students over scheduled routes and to/from school and/or field trips in a safe and timely manner.
- Informs school personnel, parents, etc. of practices and incidents (e.g. rules, regulations, laws, procedures, etc.) for the purpose of providing information for follow-up action and/or proper procedures.
- Maintains assigned vehicles, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and meeting state requirements.
- Prepares documentation (e.g. field trips, incident reports, inspections, passenger misconduct, mileage, etc.) for the purpose of providing written support and/or conveying information.
- Supervises students (including special needs students) during transit for the purpose of maintaining safety and following district policy.

### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating school buses; administering first aid; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: safe driving practices; bus maintenance and repair

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problemsolving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality, meeting deadlines and schedules; working as part of a team; and working with frequent distractions

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and some hazardous conditions.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent.

**Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Physical Exam

**Certificates & Licenses**

Valid Class B CA Driver's Lic. with P endorsement;  
California School Bus Drivers Certificate; Dept of  
Transportation Medical Examiners Cert; First Aid  
Certificate

**Continuing Educ. / Training**

Maintain Certification(s)

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

4/24/2002

**Salary Grade**

Clsfd 19