

BUS DRIVER

DEFINITION

Operates a school bus over designated routes in transporting students; and performs related work as required.

LICENSE REQUIRED

Possession of a valid Medical Examiner Certificate.

Possession of a valid and appropriate California Class BPS driver's license.

Possession of a valid and appropriate School Bus Driver's Certificate.

Possession of a recent (30 days) Department of Motor Vehicles (DMV) driving record.

Possession of a CPR and California Highway Patrol First Aid certificate.

EXAMPLES OF DUTIES

Drives a school bus over designated routes in accordance with time schedules, picking up and discharging students. *E*

Escorts students across streets when necessary; stops traffic as necessary. *E*

Transports students and teachers on field trips to various locations, making departure and arrival time as scheduled. *E*

Maintains a bus in a clean and safe operating condition. *E*

Maintains good order among the students on the bus and waiting at the bus stops, following district policies regarding the disciplining of students. *E*

Refuels, services, and prepares buses for operation; washes, sweeps, and cleans buses as assigned. *E*

Submits daily reports and other reports as required. *E*

Administer first aid when needed. *E*

Reports mechanical defects. *E*

Attends safety meetings. *E*

Develops and drives routes for special education runs requiring door-to-door service. *E*

Fuels and services district vehicles as necessary. *E*

May communicate with parents and other citizens. *E*

EXAMPLES OF DUTIES (cont.)

Assists with route preparation and scheduling as assigned. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Safe driving practices;
2. Provisions of the California Motor Vehicle Code and Title 13 of California Administration Code applicable to the operation of school buses in the transportation of students; and
3. Basic first aid.

Ability to:

1. Drive all types of school buses and other automotive equipment safely and efficiently;
2. Maintain order among students on a school bus;
3. Use good judgment in the application of laws, policies, and rules in situations which arise while operating a school bus;
4. Adhere to route and time tables;
5. Wash, wax, clean, fuel and perform safety inspection of buses and other vehicles;
6. Complete simple reports as required;
7. To read a map book;
8. Maintain simple records;
9. Operate a vehicle observing legal and defensive driving practices;
10. Understand and carry out oral and written instructions;
11. Establish and maintain effective relationships with those contacted in the course of work; and
12. Maintain work pace appropriate to given workload.

EDUCATION AND EXPERIENCE

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the necessary education and experience.

WORKING CONDITIONS

Environment:

Indoor and outdoor environment; subject to driving a vehicle to conduct work, and working evening or variable hours.

Physical Abilities:

Bending at the waist; and lifting, carrying, and pushing objects weighing up to 50 pounds.

Hazards:

Exposure to driving a school bus during adverse weather and traffic conditions, and abusive or uncooperative individuals.

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