

## **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**

- Advises students, special education students and other passengers of behavior requirements for the purpose of enforcing rules and regulations and maintaining safety.
- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation.
- Assists students and other passengers for the purpose of providing safe ingress and egress 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.
- Cleans assigned vehicles, both interior and exterior for the purpose of maintaining appearance, sanitation and safety of vehicle.
- Drives schools' buses and/or vans for the purpose of transporting students and/or special education students over scheduled routes and to/from school and/or field trips in a safe and timely manner.
- Fuels assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.
- 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.
- Inspects assigned vehicles (e.g. brake system, oil levels, coolant, tire pressure, interior/exterior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition and meeting state requirements.
- Prepares documentation (e.g. trip tickets, incident reports, inspections, student count, passenger misconduct, mileage, etc.) for the purpose of providing written support and/or conveying information.

### **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 frequent need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; operating district vehicles used in transporting students.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; laws and regulations related to driving a school bus.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and coordinate a number of factors in the use of equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined and similar processes; and operate equipment using various methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of similar types and/or purposes; and utilize a variety of job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is limited; and with equipment it is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; working as part of a team; setting priorities.

### **Responsibility**

Responsibilities include: working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. 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 requires the following physical demands: significant lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 90% sitting, 5% walking and 5% standing. The job is performed under minimal temperature variations, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.), and in varying atmospheric conditions.

**Experience** Job Related Experience with increasing levels of responsibility is required.

**Education** High School Diploma or Equivalent.

### **Required Testing**

Drug/Alcohol Testing  
Pre-employment Proficiency Exam

### **Continuing Educ. / Training**

As needed

### **Certificates & Licenses**

Class B Driver's License  
Valid CA Driver's License  
CPR/First Aid Certificate  
Valid D.O.T. Medical Certificate  
Bus Driver's Certificate

### **CPI TRAINING**

### **Clearances**

Criminal Justice/Fingerprint Clearance

**FLSA Status** Non Exempt

**Salary Grade** Blue 39