

**CHICO UNIFIED SCHOOL DISTRICT  
SCHOOL BUS DRIVER NON-PUBLIC SCHOOL**

**DEFINITION**

Under general supervision, to drive a school bus over designated routes for the purpose of transporting special needs students and others to and from school, program sites and on special trips.

**SUPERVISION EXERCISED** - Exercises no supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Operate a school bus within prescribed route(s) in accordance with the time schedules; pick up and discharge students at designated stops.
- Transport students, teachers and non-students on special trips to various locations; plan necessary route(s) and stops as needed;
- Secure seat belts and wheelchair devices and operate wheelchair lifts; load and unload luggage and gear in storage areas of the bus.
- Transport special education students; escort and assist students on and off school bus and across streets when necessary.
- Prioritize vehicle safety and route adherence while simultaneously implementing established crisis and behavior management techniques to address severe student disruptions while the bus is in motion.
- Obey and follow all student transportation rules and regulations as outlined by the District, Department of Motor Vehicles and the California Highway Patrol.
- Recognize problems that may interfere with the welfare of students and implement appropriate solutions; maintain order and proper discipline of student passengers according to policy; instruct students on safety regulations and policies related to passenger conduct; ensure safety of passengers.
- Administer first aid as authorized under current standard certification as necessary.
- Evacuate the vehicle in a safe and timely manner when necessary; conduct periodic evacuation drills as required by law.
- Conduct daily safety and operations inspection of assigned vehicle; recognize malfunctions in equipment and take appropriate action; report needed mechanical repair when necessary.
- Perform routine servicing of bus, including fueling, checking oil, water and power steering fluid levels and cleaning the bus interior; repair seats using a bonding kit for minor repairs and replace seat covers as needed; clean the exterior of the bus, including steam cleaning, washing and polishing the school bus.
- Maintain records and prepare reports; maintain student lists and check bus passes.
- Respond to requests and inquiries from parents, staff, students and the general public.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge, including in the areas of safety, first aid and related matters, as well as to maintain current knowledge of the California Motor Vehicle Code and the Education Code as they apply to the operation of vehicles in the transportation of school children.
- Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Occupational hazards and standard safety practices necessary in the area of student transportation;
- Laws, rules and regulations pertaining to school bus operations and pupil transportation, including appropriate California State Motor Vehicle Code and the Education Code;
- First aid principles and practices;
- Basic principles and procedures of record keeping;
- Basic mathematical principles;
- Safe driving principles and practices.

**Skill to:**

- Operate equipment used in school bus servicing and maintenance;
- Install and remove tire chains;
- Maintain safe and effective operation of the school bus during periods of high-intensity student behavior, including but not limited to, severe verbal outbursts, physical altercations, and property damage.

**Ability to:**

- Work a 12-month, 200-day work calendar;
- Maintain order and discipline on a school bus;

- Work with students of varying degrees of physical and mental abilities;
- Work with a variety of equipment, such as, but not limited to, wheelchairs, walkers, etc;
- Read and interpret a map;
- Maintain simple records;
- Effectively work with two Transportation Special Ed Aide's on the bus;
- Work independently in the absence of supervision;
- Understand and follow oral and written directions;
- Read, interpret and follow rules, regulations, policies and procedures;
- Respond appropriately in emergency situations;
- Administer first aid and CPR;
- Work under limited supervision within a framework of well-defined policies and procedures while more than 1 hour away from the Transportation Corporation Yard every day;
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Obtain and maintain a current, valid California School Bus Driver's Certificate for Type 1 buses with acceptable restrictions by the end of the 5<sup>th</sup> month of the probationary period.

#### **EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience:**

- Two (2) years of experience in the operation of a motor vehicle.
- Experience driving a school bus is highly desirable.

**Training:**

- The ability to read and write at a level necessary for successful job performance.
- Successful completion of classroom instruction related to skills and safety requirements for driving a school bus.
- Successful completion of instruction operating a school bus.

#### **SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

**License and Certificate Requirement:**

- Possess and maintain an appropriate, valid commercial driver's license with a Passenger and School Bus (P&S) endorsement and safe driving record.
- Possess and maintain a current, valid California School Bus Driver's Certificate with acceptable restrictions.
- Possess and maintain a current, valid DMV Medical Examiner's Certificate.
- Obtain and maintain a current, valid California School Bus Driver's Certificate for Type 1 buses with acceptable restrictions by the end of the 5<sup>th</sup> month of the probationary period.

**Conditions of Employment:**

- Insurability by the District's liability insurance carrier.
- When driving personal vehicle, in the execution of job duties, employee must possess and maintain proof of current automobile insurance.
- Travel to multiple worksites and locations, as needed.
- Must be at least 25 years of age.

#### **PHYSICAL DEMANDS**

- Please refer to the Job Analysis for School Bus Driver.