



Leadership • Collaboration • Support

JOB TITLE: Bus Driver

PEU Salary Schedule, Range 23

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To transport students to and from school within prescribed routes. Transports students on field trips authorized by school officials and parents, and assures the safety of the student while a passenger in the school vehicle.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a California State School Bus Driver's License.
- Possession of a safe driving record.
- Possession of a Red Cross First Aid Certification.
- Knowledge of the California State Motor Vehicle Code and Education Code as it relates to the operation of vehicles in transporting school children.
- Knowledge of preventative maintenance requirements of automotive equipment.
- Ability to maintain order and proper discipline of student passengers.
- Ability to lift and carry special education children and specialized equipment, i.e., wheelchairs.
- Ability to understand and follow both oral and written instructions.
- Ability to work effectively with others.

ESSENTIAL DUTIES

- Drives a school transportation vehicle within prescribed route(s), picking up students at designated stops.
- Escorts and assists students on and off vehicle and across the streets when necessary.
- Lifts students and/or wheelchairs in and out of bus; harnesses wheelchairs in place to secure while vehicle is in motion.

- Transports students and teachers on field trips to various locations, choosing the safest and most efficient route.
- Maintains order and proper discipline of student passengers.
- Maintains vehicle in clean and safe operating condition including checking fuel, oil, and tires as necessary.
- Checks out and files reports on need for mechanical repairs when necessary.
- Completes periodic mileage reports and timesheets.
- Evacuates vehicle in safe and timely manner when necessary.
- Performs related duties as required. Examples may include: field trips/activities, picking up and delivering buses, routine shuttles.

MARGINAL DUTIES

- Performs related duties as required. Examples may include: in-services, answering phones, monitoring radio, and mail pick-up.

This work consists of moderately complex and responsible physical duties. Both initial and random drug and alcohol testing are required for this position. Driver must maintain negative drug and alcohol test results.

SUPERVISION RECEIVED

Employees in this classification receive general supervision within a well-defined framework of standard policies and procedures.

SUPERVISION EXERCISED

None.

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (20%)

Walking (10%)

Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (3)

Bending (3)

Pushing and/or
Pulling Loads (3)

Reaching
Overhead (2)

Kneeling or
Squatting (2)

Climbing Stairs (4)

Climbing Ladders (2)