

Corning Union High School District

Job Description

JOB TITLE: Bus Driver

Salary Range:		Dept./Family: Transportation	
Immediate Supervisor:	Director of Transportation	Approved by	Board of Trustees

DEFINITION:

Under general supervision, to drive a school bus or other district vehicles over designated routes for the purpose of transporting up to 84 students and others to and from school, program sites and on special trips and to other events to local and distant points.

ESSENTIAL FUNCTIONS:

- Drives an assigned route on a daily basis to safely transport students to and from school, observing all laws and policies applicable to driving a school bus.
- May occasionally drive alternate or additional routes or buses as deemed necessary by the Director or designee.
- Performs daily safety and operations bus inspection, including but not limited to checking fuel, oil, water, tires, air brakes and safety equipment and inspects mechanical condition of school bus daily prior to driving.
- Conduct inspection of assigned vehicle; recognize wear on equipment and report needed mechanical repair when necessary.
- Reports needed school bus maintenance and repairs daily.
- Picks up and discharges students, controlling the loading and unloading to ensure safety of passengers.
- Assist special needs students to board, sit in and leave vehicles safely; (e.g. securing wheelchairs, securing adaptive and assistive devices, etc.)
- May transport special education students; escort and assist students on and off school vehicles and across streets when necessary; secure seatbelts.
- Transports students and teachers or coaches on field trips and to other events in various locations as scheduled by Director of Transportation or designee, choosing the best route and making departure and arrival times as scheduled.
- Maintains proper discipline of students, following district policies and making necessary reports to the proper authority.
- Instruct students on safety regulations and policies related to passenger conduct; ensure safety of passengers.
- Cleans interior and exterior of school bus at regular intervals or as needed, as paid time permits.
- Keeps daily record of mileage.
- Keeps monthly records.
- Obey and follow all student transportation rules and regulations as outlined by the District, Department of Motor Vehicles and the California Highway Patrol.

- 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 other related duties as assigned.

ENVIRONMENT:

- Exposure to cold, heat, noise, vibration, chemicals and mechanical hazards.
- Indoors and outdoors
- Temperature — normal climate; occasional adverse weather conditions.
- Chemical exposure — diesel fuel, soap and cleaning solutions.
- Noise/Vibrations — high level of noise involving students. Road vibrations while operating the bus.

PHYSICAL REQUIREMENTS:

- Sit, stand, walk, kneel, stoop, reach, twist and lift 60 lbs.
- Good physical health and condition. T.B. clearance is a requirement. Must be neat and clean.
- Manual dexterity and ability to work under pressure is required.
- Physical abilities may be required to maneuver and tie down wheel chairs and orthopedic devices.

REPRESENTATIVE DUTIES:

- Operate a school bus.
- Maintain records and prepare reports; maintain student lists
- Evacuate the vehicle in a safe and timely manner when necessary.
- Maintain first aid certification as required for current bus driver certification.
- Hearing and speaking to exchange information.

KNOWLEDGE, ABILITIES AND SKILLS:

- 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 & Title 13 applicable to operation of vehicles
- First aid principles and practices and location of safety equipment
- Basic principles and procedures of record keeping related to district policies and procedures relating to student transportation
- Operation of various vehicles in transportation of school children
- Safe driving principles and practices and techniques
- Maintain order and discipline on a school bus.
- Read and interpret a map.
- Maintain simple records.
- 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.
- Work under limited supervision within a framework of well-defined policies and procedures.
- 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.
- Operate a school bus safely
- Maintain appropriate student behavior on a school bus or other transportation vehicle

QUALIFICATIONS:

- Two years of experience in the operation of a motor vehicle. Experience driving a school bus is highly desirable.
- High School Diploma or equivalent required.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Meet/maintain the requirements for a valid California School Bus Driver's Certificate, with acceptable restrictions, with first aid training and DMV Medical Examiner's Certificate. Acceptable restrictions are "automatic transmission only" and "first aid test waived, must comply with 12522(c) of the Vehicle Code."
- Possess an appropriate, valid commercial driver's license.