

Bus Driver

Purpose Statement

The job of Bus Driver is done for the purpose/s of transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle is in a safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

This job is distinguished from similar jobs by the following characteristics: This is a journey level Bus Driver classification. Incumbents in this class perform assignments under general supervision within a framework of standard policies and procedures. They exercise responsibility for the operation of a school bus.

This job reports to Director of Educational Support Services or Designee.

Essential Functions

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 (e.g. seating, restraints, special equipment, lifts, etc.) for the purpose of providing safe loading and unloading 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.

Communicates with parents, students, teachers, administrators, etc. for the purpose of conveying and/or receiving information.

Drives schools' buses and/or vans for the purpose of transporting regular education and/or special education students over scheduled routes and to/from school and/or field trips in a safe and timely manner.

Escorts children across the street for the purpose of ensuring the safety and welfare of students.

Fuels assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.

Maintains assigned vehicles, both interior and exterior (e.g. cleaning floors/windows/seats, etc.) for the purpose of ensuring safety, appearance, and sanitation of vehicle.

Monitors students, parents and/or teachers during transit for the purpose of maintaining order and ensuring the safety of passengers.

Performs first aid as necessary for the purpose of meeting the immediate health care needs of passengers.

Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and meeting state requirements.

Prepares documentation (e.g. daily mileage and condition reports, incident/accident reports, inspections, disciplinary and positive behavior reports, mileage, etc.) for the purpose of providing written support and/or conveying information.

Recommends routes for the purpose of coordinating bus routes and maximizing the District's transportation services.

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 need to occasionally upgrade skills in order to meet

changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; and operating school buses and related equipment.

KNOWLEDGE is required to perform basic math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; routes; first aid; two way radio communication; utilizing wheelchairs, tie downs, child safety seats, lifts, etc.; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is significant. Specific Ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; exercising good judgment; working without close supervision; communicating with diverse groups; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some 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.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling some climbing and balancing frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, and 5% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness. .

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Pre-employment Medical Examination/Pre-employment Proficiency Test/Physical Capacities Test

Certificates and Licenses

Valid Class A or B Driver's License with "P" Endorsement/Current Medical Certificate/First Aid/CPR/Current School Bus Driver Certificate

Continuing Educ. / Training

10 hours TO1 annually/10 Hour renewal class every 5 years/Medical Certificate renewal every 2 years/Maintenance of First Aid Certification

Clearances

Criminal Justice/Fingerprint Clearance
Drug Test
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

24