

<i>Bargaining Unit / Group: CSEA 868</i>
<i>Salary Range: 128</i>
<i>Approved: January 1, 2016</i>
<i>Revised:</i>

CAMPBELL UNION SCHOOL DISTRICT BUS DRIVER

JOB DESCRIPTION:

Under the direction of the Transportation/Operations/Facilities Supervisor, drive a school bus to transport students safely and efficiently to an assigned location on a designated route; perform regular safety inspections.

RESPONSIBILITIES:

- Drive a school bus along a designated route; pick up and discharge students in accordance with time schedules; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.
- Maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with policies related to disciplining students; prepare related reports as necessary.
- Determine appropriate action in emergency situations according to established guidelines; administer first aid to passengers as needed.
- Conduct required daily safety inspections of buses; inspect the interior, exterior and engine of buses to assure safe operational condition; report mechanical malfunctions or other problems as required; prepare and maintain related records.
- Maintain buses in a clean and safe operating condition; wash, sweep and clean buses; refuel, service and prepare vehicle for operation.
- Transport students, faculty and parents on field trips or other events; meet scheduled departure and arrival times as assigned; prepare related logs and reports.
- Attend safety meetings and programs as assigned.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Safe and defensive driving practices.
- Proper operations of school buses.
- Applicable traffic and student transportation laws, codes and regulations.
- Basic first aid procedures.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

Ability to:

- Drive a school bus safely and efficiently.
- Learn and apply policies and procedures related to student discipline on buses.
- Maintain a safe discipline level among passengers.
- Observe legal and defensive driving practices.
- Learn and follow designated routes.
- Maintain bus in clean and proper working condition.
- Conduct safety inspections and perform routine preventive maintenance.
- Administer first aid.
- Maintain routine records.
- Understand and follow oral and written directions.
- Communicate effectively with others
- Meet schedules and time lines

Education and Experience:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

Licenses and other requirements:

- Valid unrestricted California driver's license with appropriate passenger and air brake endorsements.
- Valid First Aid and CPR certificates issued by an authorized agency.

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current schedule

EVALUATION:

Performance of this job will be evaluated in accordance with the District's policies and procedures and existing contract between Campbell Union School District and the California School Employees Association, Chapter 868.

WORKING CONDITIONS:

- School bus and outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Evening or variable hours.
- Exposure to fumes, dust, odors, oil/grease and gases.
- Driving a vehicle to conduct work.
- Traffic hazards.

PHYSICAL DEMANDS:

While performing the essential functions and responsibilities of this job, the employee is regularly required to stand, walk, sit, and reach with hands and arms and speak and hear effectively. The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.