

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resource Services
665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

SUBSTITUTE BUS DRIVER

Title:	Substitute Bus Driver	Reports To:	Director of Transportation
Department:	Transportation	Work Year:	On Call
Classification:	Classified	Salary:	See Classified M&O/ Transportation Salary Schedule
Date Approved:	January 2007		

DESCRIPTION OF POSITION:

The Substitute Bus Driver, under the supervision of the Supervisor of Bus Drivers, operates all types and sizes of school buses over designated or assigned routes to transport designated persons.

REPRESENTATIVE DUTIES:

- Drive a bus over designated routes in accordance with time schedules. *E*¹
- Pick up and discharge school children. *E*
- Escort pupils across the street when necessary. *E*
- Transport children and teachers on field trips and athletic contests. *E*
- Assist in maintaining the bus and other motor equipment in a clean and safe operating condition in accordance with current State Regulations. *E*
- Maintain good order among the pupils on the bus and follows district policies regarding the disciplining of children and in contact with parents and other citizens. *E*
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Knowledge of, and demonstrated skill in, safe driving practices
- Provision of the California Motor Vehicle Code and sections of the California Education Code applicable to the operation of school buses, and basic knowledge of operation and construction of school buses in relation to mechanical safety of vehicles

ABILITY TO:

- Operate a school bus on daily schedule without suffering mental or physical impairment
- Maintain order among the pupil riding the bus
- Make on-the-spot decisions regarding problems affecting immediate operation
- Follow oral or written instructions
- Work cooperatively with others

EDUCATION AND EXPERIENCE:

- Completion of high school or equivalent.
- Must have satisfactorily completed a current school bus driver training course.

REQUIREMENTS

- Current DMV medical exam and copy. \$55.00 - \$75.00 fee
- Commercial driver’s license, class A or B with passenger endorsement. \$58.00
- Testing for school bus driver certificate with CHP. \$49.00
- Completion of 20 hours of classroom instruction.
- Completion of minimum of 20 hours of behind the wheel instruction.

¹ *Essential duties as required by the American Disabilities Act*

BACKGROUND CHECK: Fingerprinting. No school bus certificate can be issued if you have a misdemeanor conviction 3 years prior to the application date, or a felony conviction 7 years prior to the application date.

18 YEARS OF DRIVING HISTORY: No school bus certificate shall be issued:

- Within the proceeding 3 years, has committed any violation which results in a conviction assigned a violation point of 2 or more, as defined in Section 12810 and 12810.5 of the Vehicle Code (DUI, reckless driving, etc.)
- Within the preceding 3 years, has had his or her driving privilege suspended, revoked or on probation for any reason involving safe operation of a motor vehicle.
- Has been convicted of any sex offense as defined in Section 44040 of the California Education Code.
- Has been convicted within the 2 years preceding the application date, of any offense specified in Section 11361.5 of the Health and Safety Code.
- Has failed to meet prescribed testing or training requirements.

PHYSICAL REQUIREMENTS: Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	3	Lift / carry 0-10 lbs	2
Twist	3	Lift / carry 11-25 lbs	2
Squat	2	Lift / carry 26-40 lbs	1
Kneel	2	Lift / carry 41-100 lbs	1
Climb	2	Stand	2
Reach above shoulder	3	Walk	2
Grip / Grasp	4	Sit	4
Extend / Flex Neck	4	Drive	4
Use Right Hand	4	Perform Repetitive Hand Motions	3
Use Left Hand	4	Keyboarding / Mouse Work	1
Ability to See	4	Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The District is compliant with ADA requirements.