

TITLE	REPORTSTO:	
DEPARTMENT/SCHOOL:	CLASSIFICATION:	
FAIR LABOR STANDARDS ACT CLASSIFICATION:	WORK YEAR HOURS	
APPROVED: Board Commission	SALARY GRADE:	

Under general supervision, drive a school bus to transport students safely and efficiently to an assigned location on a designated route; perform daily pre-trip safety inspections and assist in general deaning of school buses

ESSENTIAL DUTIES

Drive a school bus on designated routes; 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; assure only registered students board and exit at assigned bus stops unless otherwise approved by school district or parents

Maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with policies related to disciplining students; communicate effectively with school staff and parents regarding student behavior as needed; prepare behavior/conduct reports to document incidents and negative behaviors of students

Perform required daily safety inspections of buses inspect the interior and exterior of buses according to California Highway Patrol pre-trip regulations to assure safe operational condition; report mechanical malfunctions or other problems as required

Determine appropriate action in emergency situations according to established guidelines; administer first aid to passengers as needed

Maintain bus in a dean and safe operating condition which includes sweeping passenger areas; deaning windshields, mirrors, dashboard, and driver compartment

Transport students, and designated adults on school routes or school related activity trips; adhere to scheduled departure and arrival times as assigned; prepare related logs and reports

Maintain records of vehicle condition, incidents/accidents, route times and mileage; conduct student counts and prepare related records

SCHOOL BUS DRIVER BUSDFinal

Assist students as needed in boarding, buckling, and loading, securing and unloading students in wheelchairs as assigned; operate a wheelchair lift as assigned

Utilize two-way radios for bus to bus and bus to base communications

Communicate with Transportation Operations Staff and Maintenance Shop on a daily basis regarding safety concerns, safety of school bus stops and the mechanical condition of the buses

Be available to respond to emergency or natural disaster situations when there is an urgent need to transport students, designated adults, victims, or others as needed

OTHER DUTIES

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

Valid and current California Class A or B Commercial Driver License with appropriate passenger, school bus and air brake endorsements

Valid California Special Driver Certificate issued by the Department of Motor Vehicles (DMV) for school bus drivers

Valid First Aid and CPR Certificate (as required) issued by an authorized agency Department of Justice fingerprint clearance through the California Highway Patrol