



## Job Description

### **Position:**

Bus Driver/Classified Support

### **General Description:**

Under the direct supervision of the Director of Buildings and Grounds and the Director of Transportation, assume responsibility for the safe operation of a school bus when transporting students to and from school and school activities. This position will do general support in any classified position.

### **Job Goal:**

Drive a school bus over designated routes in accordance with the specified time schedule and in accordance with the regulations and laws related to pupil transportation; transport students to and from school, special events, and field trips, and support other classified positions as assigned.

### **Specific Duties:**

- Pick up and discharge students at established bus stops; escort children across streets or roadways, stopping traffic as necessary; report incidents or conditions affecting the safety of students as appropriate.
- Maintain bus in a safe operating condition through prescribed daily vehicle inspections including cleaning windows, mirrors and bus interior and exterior; check and maintain fuel, oil and water levels; check brakes, brake lights, wheel chair lifts and doors; report mechanical defects and malfunctions to appropriate personnel.
- Maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with district policies related to disciplining students.
- Assist handicapped students to board, sit in and leave the bus safely; assist students in wheelchairs by loading and securing chairs before departure and assuring students are safely fastened into their seats; secure adaptive and assistive devices; utilize wheelchair lifts and tie-downs; operate a hydraulic lift as assigned.
- Communicate with students, parents, district personnel and various outside agencies to exchange information and resolve issues or concerns related to bus routes, schedules, student behavior and assigned activities.
- Maintain routine records related to inspections, maintenance and assigned activities; conduct state mandated school bus evacuations; prepare student conduct, incident and accident reports.
- Administer first aid or emergency assistance as needed.
- Attend safety meetings and in-services as assigned.
- Perform a variety of clerical duties including writing citations, filing and other duties as directed.
- Perform related duties as assigned.

**Additional Duties assigned beyond bus driving assignment:**

- Distribute mail and school supplies.
- Perform routine cleaning such as sweeping, vacuuming, dusting, floor scrubbing, waxing, mopping, dumping trash, cleaning windows, etc.
- Clean restroom sinks, toilets, mirrors, replace paper and soap products.
- Clean kitchen and cafeteria trays, tables and floors.
- Participate in major cleaning during winter, spring and summer breaks.
- Clean sidewalks, curbs, parking lots and playgrounds.
- Supervise students and maintain a safe and positive environment in the cafeteria and/or outside on the playground, restrooms and other areas where students may gather.
- Direct movement of groups to and from playground/cafeteria.
- Assist students to resolve minor conflicts on the playground. Report unauthorized activities and redirect unauthorized persons to the school office.
- Maintain confidentiality regarding students at all times.
- Follow mandated reporting requirements.
- Assist with the preparation and signing of accident reports if students are injured.
- Follow and assist with district emergency procedures.

**Basic Qualifications:**

- High School Diploma or equivalent
- Ability to obtain and maintain a valid California driver's license Class A or B
- Ability to obtain and maintain a valid California Special Driver's Certificate
- Ability to obtain and maintain a valid Medical Examiner's Certificate
- Ability to obtain and maintain a valid American Red Cross First Aid Certificate
- Good driving record with no DUI conviction in the past 10 years
- Ability to obtain and meet all requirements on Application Checklist

**Required Skills:**

The requirements listed below are representative of the knowledge, skill and/or ability required.

- Understand and implement oral and written instructions.
- Effectively meet and interact with the public, staff, and students in routine situations which require tact, discretion, and courtesy.
- Work independently and make decisions with limited supervision.
- Effectively communicate orally, in person, on the telephone and radio and in writing.

**Physical Requirements:**

- Ability to sit, stand, walk, reach with hands and arms, stoop, kneel, crouch and crawl for extended periods of time; frequently required to climb or balance; ability to lift up to 25 pounds and push or pull objects weighing up to 50 pounds or more.
- Dexterity of hands and fingers to operate tools needed for the job.
- Ability to read and understand labels and directions.
- Ability to communicate so others will be able to understand a normal conversation in person, or on the telephone and radio.
- Specific vision abilities required by this job include close vision, distance vision, night/dusk vision, color vision, and peripheral vision.



**Working Conditions:**

While performing the duties of his/her job, the employee is frequently exposed to loud noise levels, fumes or airborne particles, noxious odors, vibrations from a driving a bus, and traffic.

The work environment for this position will consist of several different settings, including the cafeteria, playground, parking lot and school buildings. Outside work will require appropriate attire due to weather conditions (i.e. cold, rain, snow, etc.).

**Hours:** Working hours vary. 6 hours minimum per school day, and maximum of 16 hours per school day.

**Salary:** Range I - Classified Salary Schedule

**Days:** 260 days per school year. The working schedule is 5 days per week, 12 months per year. Holidays, vacation, sick leave, lunch periods and rest breaks will be provided in accordance with district policy and applicable laws.

**Evaluation:** Director of Buildings and Grounds and Director of Transportation.