

CUYAMA JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUS DRIVER

BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations & Transportation, drive a school bus to transport children between home and school, to athletic events and on field trips; provide the general servicing and cleaning of assigned vehicles.

DISTINGUISHING CHARACTERISTICS:

The Bus Driver operates a school bus or other assigned vehicle over designated routes to transport students to school and various locations according to established schedules. The Bus Driver/Trainer operates a school bus and additionally serves as a trainer for new drivers on an as-needed basis.

REPRESENTATIVE DUTIES:

Drive a school bus over a designated route in accordance with time schedules, transporting students on a routine basis.

Prepare periodic reports regarding vehicle servicing and operation as well as reports regarding special trips completed; maintain records of pupils transported, mileage and driving hours.

Conduct daily safety inspections of bus including checking items such as oil gauges, windshield wipers, emergency exits, horns, tires, lights, brakes and turn signals.

Transport students and instructors on special trips to various locations, make suggestions or select the most appropriate route according to established procedures.

Service bus with gas and oil; check and fill tires and batteries; wash buses, clean interiors.

Perform bus safety evacuation exercises with students as required and attend periodic safety meetings.

Maintain order among students on buses and at bus stops; control loading and unloading of bus to assure passenger safety; report student misconduct according to established procedures.

Operate school buses of various sizes and other District vehicles; operate a two-way radio and specialized equipment designed to accommodate special education students.

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Administer first aid to ill or injured students as needed and in accordance with established guidelines.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe driving practices.
California Motor Vehicle Code sections applicable to student transportation.
Basic first aid practices.
Record-keeping techniques.
City streets and locations.
Interpersonal skills using tact, patience and courtesy,
Operation and general maintenance of school buses and other District passenger vehicles.

ABILITY TO:

Drive a bus safely and effectively.
Maintain discipline of student.
Understand and follow oral and written directions.
Read, interpret and follow rules, regulations, policies and procedures.
Meet schedules and time lines.
Establish and maintain effective working relationships with others.
Maintain records and prepare reports.
Observe legal and defensive driving practices.
Read and interpret a road map.

EDUCATION AND EXPERIENCE:

Any combination to sufficient training and experience to demonstrate the knowledge and abilities listed above and one year experience driving a passenger bus.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; current California School Bus Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Vehicle and outdoor environment.

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PHYSICAL ABILITIES:

Sitting or standing for extended periods of time, hearing and speaking to exchange information over a two-way radio, reaching, jumping from the rear bus emergency exit to the ground, assisting students in evacuating from the rear of the bus, heavy lifting of children and twisting/turning.

HAZARDS:

Driving a vehicle during adverse weather conditions, noise and heavy traffic conditions and hazards encountered in driving from one location to another.