

**Job title: School Bus Driver****Description of basic functions and responsibilities**

To transport students to and from school and other sites within designated route(s) and to ensure the safety of the student passengers while in a school vehicle. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for the safe operation of a school bus and for ensuring the safety of student passengers while meeting established bus schedules. Drivers may be assigned to drive wheelchair busses.

**SUPERVISOR:** Director of transportation

**TYPICAL DUTIES**

Drives a school transportation vehicle within a prescribe route(s) in accordance with time schedules; picking up and discharging students at designated stops

May operate a special ramp bus; loads and unloads students in wheelchairs on and off bus, inspecting wheelchair for operational safety; operates ramp; positions and secures wheelchair in bus

Transports students and teacher on field trips to various locations; planning necessary route(s) and stops as needed

Maintains order an proper discipline of student passengers according to district policy

Conduct safety and operational inspection of assigned vehicle daily

Reports needed mechanical repairs when necessary

Services buses with gas, diesel fuel, and oil; checks and when necessary fills tires and batteries

Performs periodical safety drills as required by law; completing necessary reports upon request

Maintains cleanliness of vehicle to ensure safe operating condition

Completes periodic mileage and other reports including passenger counts

Attends various meetings regarding safety, first aid and training updates as required

Attends driver training programs to maintain current knowledge of California Motor Vehicle Code and the Education Code as it applies to the operation of vehicles in the transportation of school children

Operates a two-way radio

Washes bus as needed

Performs related duties as required

**Employment standards**

Possession of a valid and appropriate California Driver's License

Possession of a California School Bus Driver's Certificate

Possession of a safe driving record

Knowledge of the provisions of the California Motor Vehicle Code and the Education Code as applied to the operation of vehicles used in the transport of school children

Knowledge of basic first aid practices, procedures, and techniques

Knowledge of safe driving practices

Ability to read and write at a level necessary to successfully perform the required duties

Ability to understand and carry out both oral and written instructions in an independent manner

Ability to establish and maintain proper student conduct on school vehicle

Ability to drive a school bus safely and efficiently

Ability to exercise good judgment and extreme caution while driving

Ability to maintain valid certification as school bus driver according to state regulations

Ability to meet the physical requirements necessary to safely and effectively perform required duties

Ability to establish and maintain effective work relationship with those contacted in the performance of required duties