

Escondido Union High School District Job Description

Job Title: Flex School Bus Driver
Employee Unit: Classified Bargaining Unit
Job Family: Transportation
FLSA Status: Nonexempt
Salary Level: 27
Approved By: Board of Trustees
Approved Date: September 20, 2011

CERTIFICATES, LICENSES, REGISTRATIONS

Class B Driver's License with passenger endorsement
School Bus Certificate
Current medical card
Current CPR/First Aid certifications

SUMMARY

Drives a school bus designed to carry up to 87 passengers and transports students on field trips and to co-curricular events to local and distant points as well as covering fixed school routes as deemed necessary by the transportation director. This shall be accomplished by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Transports students and teachers or coaches on field trips and to co-curricular events in various locations; coordinating with the dispatcher in choosing the best route and adhering to departure and arrival times as scheduled.

May occasionally drive alternate or additional routes or buses as deemed necessary by the Director or his designee. May also be assigned standby duties when deemed necessary.

Performs bus inspection, including checking fuel, oil, water, tires, air brakes, wheel chair lift operation and safety equipment and inspects mechanical condition of school bus daily prior to driving.

Reports needed school bus maintenance and repairs daily.

Picks up and discharges students, controlling the loading and unloading to ensure safety of passengers. Picks up and discharges ambulatory and non-ambulatory special needs students, observing all safety requirements and specific instructions for individual students.

Physically assists students with special needs, as needed. May lift students from wheel chairs and store chairs, or may use hydraulic lift to load and unload students in wheel chairs. Ties wheel chairs and secures safety belts. Maintains clean and sanitary conditions on bus and chairs, cleaning up accidents and appropriately disposing of waste products immediately. Assists students with health problems; calls for emergency medical services as deemed necessary.

Sweeps school bus daily.

Cleans interior and exterior of school bus at regular intervals or as needed, as paid time permits.

Completes all required record keeping and paper work as directed by the department operating procedures.

Performs other related duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); minimum 40 hours classroom and 20 hours behind the wheel training for school bus driving, plus satisfactory completion of required tests to obtain proper licensing as required.

LANGUAGE SKILLS

Ability to read and understand documents such as safety rules, operating and maintenance instructions, procedure manuals, district policies and government regulations. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, parents, managers and other employees of the district. Ability to understand and/or speak some Spanish helpful but not required.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and distance..

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Demonstrated ability to safely drive a school bus and other automotive equipment with efficiency. Ability to maintain order among students on the bus, to recognize potential problems and to effectively and calmly diffuse hostile situations. Ability to successfully comply with Department of Transportation drug and alcohol testing. Ability to focus on driving and traffic situations with student noise and activity on bus. Ability to recognize problems with bus such as engine sounds, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and smell. The employee frequently is required to climb or balance. The employee is occasionally required to stand, walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and vibration. The employee is occasionally exposed to wet and/or humid conditions and extreme heat. The noise level in the work environment is usually moderate, occasionally loud.

COMMENTS

As an employee of the Escondido Union High School District, School Bus Drivers are expected to present themselves in a professional manner, dress appropriately with proper personal hygiene. To successfully serve as a Bus Driver in the Escondido Union High School District, employees must be committed to providing safe transportation to students, willing to work as a team member to assure that all routes and trips are covered, and recognize the importance of adhering to a strict time schedule.