

Escondido Union High School District Job Description

Job Title: School Bus Driver
Employee Unit: Classified Bargaining Unit
Job Family: Transportation
FLSA Status: Nonexempt
Salary Level: 27
Approved By: Board of Education
Approved Date: 12/07/10

NATURE OF WORK

Drives a school bus designed to carry up to 90 passengers to transport students over specified routes and transports students on field trips and to co-curricular events to local and distant points, by performing the following duties.

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

Drives an assigned route on a daily basis to safely transport students to and from school, observing all laws and policies applicable to driving a school bus.

May occasionally drive alternate or additional routes or buses as deemed necessary by the Director or his designee.

Performs bus inspection, including checking fuel, oil, water, tires, air brakes 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.

Assist handicapped students to board, sit in and leave the bus safely; (e.g. securing wheelchairs, securing adaptive and assistive devices, etc.)

Transports students and teachers or coaches on field trips and to co-curricular events in various locations as scheduled by Dispatcher, choosing the best route and making departure and arrival times as scheduled.

Maintains proper discipline of students, following district policies and making necessary reports to the proper authority.

Sweeps school bus daily.

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

Keeps daily record of mileage.

Keeps monthly records of number of students transported.

Collects and counts transportation tickets where applicable.

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.

KNOWLEDGE OF:

School transportation practices and techniques typical to performing the duties of the position.

ABILITY TO:

Read and understand documents such as safety rules, operating and maintenance instructions, procedure manuals, district policies and government regulations; write routine reports and correspondence; speak effectively before groups of students, parents, managers and other employees of the district; understand and/or speak some Spanish helpful but not required. Demonstrated ability to safely drive a school bus and other automotive equipment with efficiency; maintain order among students on the bus, recognize potential problems and effectively and calmly diffuse hostile situations; successfully comply with Department of Transportation drug and alcohol testing; focus on driving and traffic situations with student noise and activity on bus; recognize problems with bus such as engine sounds, etc.; 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.

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

CERTIFICATES, LICENSES, REGISTRATIONS

Class B Driver's License with passenger endorsement

School Bus Certificate

Current medical card

Current CPR/First Aid certifications

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 10 pounds and occasionally lift and/or move up to 25 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 are covered, and recognize the importance of adhering to a strict time schedule.