

BUS DRIVER

BASIC PURPOSE OF THE JOB CLASSIFICATION

To safely operate a school bus over designated routes in the transport of school children and meeting established schedules; to ensure the safety of student passengers; to assist with the routine maintenance of a school bus; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive general supervision within an established framework of standard policies and procedures. Incumbents work assignments require considerable contact with students and parents. Performance of these responsibilities requires attention to details, good communication skills, and sound judgment.

REPORTS TO

Director of Transportation

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following information is descriptive and is not restrictive as to duties required)*

- Performs daily driving of a bus over designated routes in accordance with time schedules, picking up and discharging school children.
- Escorts children across the street, stopping traffic when necessary.
- Transports students and teachers on field and athletic trips to a variety of locations, sometimes choosing the best route, and making arrival and departure times as scheduled.
- Services bus with gas and oil.
- Checks tire condition, battery, air brakes, fire extinguishers, first aid equipment, signal lights, gauges, and general bus condition to ensure safe operating condition.
- Maintains cleanliness of vehicle.
- Prepares reports of mileage, passengers carried, hours worked, and mechanical condition of a bus.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Continued)

- Maintains good order among student passengers, following District policies regarding the discipline of the children and contacting parents and other staff when necessary.
- Gives first aid when required.
- Attends various meetings regarding safety, first aid, and training updates as required.
- Operates a two-way radio.
- Attends driver training program to maintain current knowledge of California Motor Vehicle Code, Title 13 Code, and the Education Code as they apply to the operation of vehicles in the transportation of school children.

TYPICAL PHYSICAL REQUIREMENTS

Ability to stand and walk; sits for extended periods; walks on wet and uneven surfaces; frequently stoops, kneels, and crouches to push and pull objects; ability to lift 50 pounds or carry objects weighing over 25 pounds; normal manual dexterity and eye-hand coordination to operate a school bus; corrected hearing and vision to normal range; verbal communications; use of two-way radio, and office equipment including telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed indoors, outdoors and in a vehicle; work is performed in varying temperature conditions; work is performed in an environment with constant noise; exposure to fumes, gasses, grease, and oil; work is performed in confined spaces; work is performed around equipment with moving parts; regular contact with staff, parents, and students.

DESIRABLE QUALIFICATIONS

Knowledge of :

- Safe driving and work practices.
- Operation of a school bus and associated equipment.
- Provisions of the California Motor Vehicle and the California Highway Patrol School Bus Driver and Carriers Handbook (HPH 82.7).
- Provisions of the California Education Code applicable to the operation of vehicles which transport school students.
- Principles and practices of first aid.

DESIRABLE QUALIFICATIONS (Continued)

Ability to:

- Operate a school bus, exercising good judgment and proper safety precautions.
- Maintain order among children on a school bus.
- Learn designated bus routes, bus drops, and District safety procedures..
- Understand and follow both oral and written directions.
- Read maps.
- Recognize conditions which endanger safe operation of a school bus.
- Work on own initiative without close supervision.
- Effectively communicate both orally and in writing.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Some previous experience in operating a school bus or other vehicles.

Special Requirements:

Possession of an appropriate California Driver's License issued by the State Department of Motor Vehicles.

Possession a current medical certificate and a special certificate to drive a school bus.

Verification of first aid training for school bus drivers.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment**