



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>SCHOOL BUS DRIVER</u>			
DEPARTMENT/SITE:	Transportation	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	21 per 2020/2021 Schedule
		WORK YEAR:	11 Months (208 Days)
REPORTS TO:	Transportation Operations Supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the supervision of the Transportation Operations Supervisor, drive a school bus to transport students safely and efficiently to assigned location on a designated route or excursion; provide safe and secure transportation for students, including those with physical, medical, educational, and emotional needs; load, unload and secure students; perform regular safety inspections. The incumbents in this classification assist in providing students with transportation services which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following list of functions, duties and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

Drive a school bus or other District vehicle along a designated route; pick-up and discharge students in accordance with time schedules; provide safe and secure transportation for students, including students with physical, educational, and emotional needs; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes, and regulations.

Maintains and participates in the behavior management of passengers on the bus and while waiting at bus stops in accordance with policies related to disciplining students; prepare related reports as necessary.

Maintains order and discipline on the bus by effectively managing students with a variety of needs; ensures order, safety, and well-being of students using a flexible, consistent, firm, and positive approach to behavior management.

Verify student bus passes and collect single-ride bus fare as needed.

Determine appropriate action in emergency situations according to established guidelines and State laws; administer first aid to passengers as needed.

Operate equipment, including wheelchair lifts, tie downs, seat belts, child safety seats, safety vests, and other adaptive equipment as necessary.

Assist students in boarding and exiting the bus safely and secure adaptive and assistive equipment.

Load, unload, and secure students; ensure seat belts, child safety seats, safety vests, and wheelchair tie-downs are properly secured.

Pick up and discharge students at established bus stops; escort children across streets or roadways, stopping traffic as necessary; report incidents or conditions affecting the safety of students as appropriate.

Conduct required daily safety inspections of buses and equipment; inspect the interior, exterior, and mechanical functions of buses to ensure safe operational condition; report mechanical malfunctions, or other problems as required; prepare and maintain Federal and State required related records.

Provide health services to students as necessary and according to established procedures; administer CPR and first aid as necessary; provide emergency care as needed; assist in assuring related activities comply with established laws, codes, regulations, policies, and procedures.

Evacuate vehicle in safe and timely manner when necessary and conduct annual bus evacuation drills as required by law, complete necessary reports upon request.

Maintain buses in a clean and safe operating condition; wash, as appropriate, sweep, and clean buses; refuel, check, and prepare vehicle for operation.

Transport students, faculty and parents on field trips or other events; meet scheduled departure and arrival times as assigned; provide safety instruction to passengers; prepare related logs and reports.

Communicate with students, parents, District personnel and various outside agencies to exchange information and resolve issues and concerns related to transportation, bus routes, schedules, student behavior and other assigned activities.

Utilize two-way radios for bus to bus and bus to base communications.

Attend driver training programs to maintain current knowledge of California Vehicle Code and the Education Code related to the operation of vehicles in the transportation of school children to maintain vehicle licensing.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Safe and defensive driving practices.

Drive a school bus and provide safe and secure transportation for students with physical, medical, educational, and emotional needs.

Learn the proper operation of mechanical lift, wheelchairs, seat belts, safety vests and wheelchair tie-down devices.

Load, unload, and secure students.

General practices, procedures and techniques involved in the identification, treatment, and resolution of health problems.

Proper operations of school buses.

Applicable traffic and student transportation laws, codes, and regulations.

Basic record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations.

Oral and written communication skills.

ABILITY TO:

Drive a school bus or other District vehicles safely and efficiently.
Learn and apply policies and procedures related to student discipline on buses.
Provide a variety of health services to students and staff including first aid, screening of ill or injured students and emergency care.
Maintain a safe discipline level among passengers.
Observe legal and defensive driving practices.
Learn and follow designated routes.
Maintain bus in clean and proper working condition.
Conduct safety inspections and perform routine preventive maintenance.
Administer CPR/first aid.
Maintain up-to-date CPR and first aid certificates.
Lift and/or move students according to established guidelines.
Maintain routine records.
Understand and follow oral and written directions.
Communicate effectively with others.
Meet schedules and timelines.
Operate a two-way radio.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or equivalent and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class A or B driver's license with appropriate passenger endorsements and air brake endorsements and meet District's standards of insurance. Current DMV driving record.
Valid California Special Driver's Certificate for School Bus (DMV DL-45)
Valid Medical Examiner's Certificate (MEC).
Valid certificate in infant, child and adult cardio-pulmonary resuscitation (CPR) and a certified Possession of a current certificate in infant, child and adult cardio-pulmonary resuscitation (CPR) and First Aid card is required. Maintain up-to-date certificates in CPR and first aid.
Must pass a California Highway Patrol First Aid Test or an Emergency Medical Services Authority (EMSA) approved First Aid course.

WORKING CONDITIONS:

ENVIRONMENT:

School bus and outdoor environment.
Driving a vehicle to conduct work.
Seasonal extreme heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil/grease, and gases.
Evening or variable hours.

PHYSICAL DEMANDS:

Sitting for extended periods of time while operating buses.
Seeing to monitor passengers and operate a vehicle.
Hearing and speaking to exchange information.
Reaching, pulling, and pushing to open bus doors.

Bending at the waist, kneeling, or crouching to inspect and wash buses.

Reaching overhead, above the shoulders or horizontally.

Regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 with assistance.

NOTE:

Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing.

HAZARDS:

Traffic hazards.

Potential exposure to communicable diseases and contact with blood and other body fluids.

Potential exposure to physical injury from aggressive behavior.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 10/25/90; Rev. 11/94; Rev. 8/98;

Rev 11/05 (add "S" to Lic); 6/15 Rev (Ewing)

07/23 Retitle and Revised (EH&A / MGT Consulting) PC:06/23 GB:06/23