

PERSONNEL COMMISSION JOB DESCRIPTION - SCHOOL BUS DRIVER II

CAJON VALLEY UNION SCHOOL DISTRICT 189 ROANOKE RD., EL CAJON, CA 92020

JOB SUMMARY

Under the general supervision of the Transportation Operations Supervisor, operate a school bus and assist in the dispatch/training responsibilities.

TYPICAL DUTIES

Operate a (type I or type II) school bus on scheduled routes and on special excursions. Regularly inspect operating safety of the bus (emergency exits, safety equipment, braking systems, lights, oil, water, fuel, etc.), reporting defects and preparing work order forms. Supervise orderly loading and unloading of children. May assist handicapped children board and depart bus, using lift for wheelchairs, and other special equipment. Escort all students who must cross streets. Enforce District policy and procedures in maintaining discipline on buses. Provide bus evacuation and safety instruction to students and staff. Maintain window and interior cleanliness of bus. Provide emergency first aid and/or CPR as required. Record and submit reports on driving time, mileage, fuel and oil consumption, pupil count, and safety inspections. Operate a two-way radio, computer terminal, and printer. May assist in the planning and scheduling of student transportation routes and the assigning and reassigning of drivers and equipment. May be required to assist in establishing bus routes. Dispatch workers to regular and emergency duties. May be required to assist in the training of the District personnel who transport students and maintain related records. Conduct behind-the-wheel training of department personnel as well as assisting the Driver Trainer/Safety Coordinator with other staff training responsibilities. Establish and maintain files and records. Respond to phone inquiries. Perform other related duties as required.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school, or equivalent, and five years experience as a School Bus Driver in California. Clean driving record as demonstrated by copy of DMV print out.

LICENSE REQUIREMENTS

Must possess all of the following: 1] A valid California Class B-PS driver's license and the ability to qualify for District vehicle insurance. 2] A valid medical certificate. 3] A valid first aide certificate (or pass the Highway Patrol First Aid Test). 4] A valid California Special Driver Certificate issued by the CHP.

Knowledge of:

Laws and regulations as they relate to school buses. Safety and efficiency in operating a Type I or Type II school bus. Computerized record keeping procedures. Basic preventive maintenance requirements of school bus equipment. Two-way radio codes and proper usage. Instructors manual for California school bus drivers training course. California Vehicle Code. California

Highway Patrol School Bus Drivers and Carriers Handbook. Use of office machines such as typewriters, calculators, computers, computer software, and peripheral equipment.

Ability to:

Operate a Type I or Type II school bus and other automotive equipment. Follow both oral and written instructions. Operate office machines efficiently. Enter and retrieve applicable bus transportation data using a computer. Operate a two-way radio. Assist in the planning and scheduling of student transportation routes and the assigning and reassigning of drivers and equipment. Dispatch workers to regular and emergency duties. Conduct behind-the-wheel training of department personnel. Analyze situations and adopt an effective course of action. Establish and maintain effective working relationships with others.

PHYSICAL ABILITY

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. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to stand. The employee must 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 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen.