



Leadership • Collaboration • Support

JOB TITLE: Bus Driver/Instructor

PEU Salary Schedule, Range 24

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To operate a school bus/vehicle to transport students, and to train drivers in the safe and proper operation of a school bus/vehicle.

JOB REQUIREMENTS AND QUALIFICATIONS

Requires:

- Possession of certification of successful completion of prescribed course for California State School Bus Driver Instructors.
- Possession of a California State School Bus Driver's License.
- Possession of a Red Cross First Aid Certificate.
- Possession of a safe driving record.
- Knowledge of the provisions of the California Motor Vehicle Code and Education Code applicable to the operation of vehicles transporting students.
- Knowledge of first aid practice for bus drivers.
- Ability to drive a school bus/vehicle safely and efficiently.
- Ability to establish and maintain order and the proper discipline of student passengers.
- Ability to lift and carry special education children and specialized equipment, i.e., wheelchairs.
- Ability to follow established plans, set schedules, and maintain a variety of records.
- Ability to effectively communicate in both oral and written form.
- Ability to establish and maintain effective work relationships with students, teachers, administrators, parents, other drivers, and the general public.

This work consists of moderately complex and responsible physical duties and responsible professional duties at a lead person level of job performance.

ESSENTIAL DUTIES

- Drives a bus/vehicle on designated routes to pick up and discharge students.
- Escorts and assists students in and out of bus; harnesses wheelchairs in place to secure while vehicle is in motion.
- Transports students and teachers on field trips to various locations choosing the safest and most efficient route.
- Maintains order and proper discipline of student passengers.
- Maintains vehicle in clean and safe operating condition including refueling, adding oil, reporting malfunctions, etc.
- Performs other driver-related duties as required.
- Teaches behind-the-wheel and classroom instruction to special education bus/ vehicle drivers.
- Checks driver/driver trainees' usage of vehicle equipment, handling of vehicle in on-the-road situations, and handling of students.
- Teaches state-required course for beginning drivers that includes instruction in certification, vehicle components, first aid, emergency procedures, driving fundamentals, defensive driving, discipline of student passengers, and community relations.
- Arranges for and/or teaches the review for drivers renewing their bus driving certificates.
- Schedules, supervises, and spot checks state-required vehicle evacuation drills.
- Maintains records on drivers, types of vehicles in use, license renewal dates, driving records, physicals, etc.
- Reviews pertinent data and keeps current on all state and federal laws and regulations pertaining to school buses/vehicles and drivers.
- Attends various training classes and safety meetings.
- Compiles and maintains a policy handbook for drivers that includes required forms and procedures.

MARGINAL DUTIES

- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a framework of standard policies and procedures.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

This position required a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (20%) Walking (10%) Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (3) Bending (3)

Pushing and/or
Pulling Loads (3) Reaching
Overhead (2) Kneeling or
Squatting (2)

Climbing Stairs (4) Climbing Ladders (2)