



CLASSIFIED
Job Class Description
 4270.14

Alpine Union School District
Equal Employment Opportunity

BUS DRIVER

DIVISION: Transportation

SALARY SCHEDULE: Classified
LEVEL: Range 20

REPORTS TO: Transportation Supervisor

DATES CURRENT JOB DESCRIPTION APPROVED:
 Board of Trustees effective..... 10/17/2018

PURPOSE:

Under general supervision of the Transportation Supervisor, safely drives students in a school bus, van or transportation vehicle over an assigned route, including to and from school, field trips, athletic activities and other special trips. Applies safe-driving principles in vehicle operation; maintains buses in a clean and safe condition; and performs related work as required. Trains and maintains proper student behavior on buses. Incumbents in this classification provide students with safe and reliable transportation to and from school and other events, which directly supports student learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Drives a school bus (e.g., vans, large and small buses) over an assigned route in accordance with a time schedule.
- Transports student, staff and chaperones on field trips, athletic activities and other special trips.
- Boards and discharges student passengers.
- Maintains good order and discipline among students on the buses, following District Policies; contact site administrators, parents and other citizens.
- Instructs students and others on proper bus behavior, safety and emergency procedures, including bus evacuations.
- Completes thorough pre-trip bus inspection (e.g., outside condition, oil, leaks, windows, emergency doors, lights, turn signals, headlights, windshield, etc.)

Job Class Title: **Bus Driver**

Updated: 10/2018

Previous job class approval/revision dates: 03/24/1983 / 12/02/1991

- Prepares daily reports on several items (e.g., mileage, time and student loads, fuel usage, pre-trip inspection, etc.)
- Maintains bus cleanliness on a daily basis (e.g., windows, sweeping, etc.)
- Performs minor bus maintenance and reports maintenance needs.
- Administers first aid or emergency assistance as needed.
- May transport other materials in District vehicles, per District policy, on an approved basis.
- Services buses for daily maintenance, including checking/filling fluids (e.g., gas, oil, transmission fluid, antifreeze) and checks tires and battery.
- During times when buses are not in use, positions in this class may be assigned to general maintenance and paperwork activities in the Transportation Department.
- Ensures compliance with applicable provisions of California Motor Vehicle Code and Education Code as related to bus driving and transporting of students.
- Communicates through District email service and other electronic communications.
- Performs other duties related to the class as assigned.

QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

KNOWLEDGE OF:

- Safe bus driving practices, including loading and unloading passengers at schools, bus stops and field trip locations
- Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in transporting school children.
- First aid and CPR practices and procedures.
- Geography of the school district and other districts served.

ABILITY TO:

- Operate a school bus, exercising good judgment and extreme caution.
- Drive a school bus safely over a variety of normal and hazardous road conditions.
- Maintain order among students on a bus.
- Learn a designated bus route, bus stops and traffic hazards.
- Make routine reports and records.
- Understand and carry out oral and written instructions.
- Communicate effectively, professionally and respectfully with a diversity of individuals and/or groups.
- Establish and maintain effective working relationships with students, the public and staff members.
- Follow Department and District policies and procedures.

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EDUCATION/EXPERIENCE AND OTHER QUALIFICATIONS:

Training and Experience:

High school diploma or equivalent.

Training and/or experience as a Bus Driver and working with children, some experience in the operation of heavy vehicles a work history demonstrating dependability and reliability; acceptable driving record; or any combination of training and experience that could likely provide the desired knowledge and abilities.

Licenses:

Possession of a valid California Class B unrestricted commercial Driver's License, with passenger and air brake endorsements; a valid California School Bus Driver's Certificate, accompanied by a current medical certificate; and the ability to qualify for District vehicle insurance coverage.

Must hold a valid First Aid Certificate.

Must hold a valid CPR Certificate.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodation.)

Good physical condition consistent with Bus Driver Medical Certificate, and as determined by pre-employment inquiries and medical examination.

Occasional lifting, carrying, pushing, and or/or pulling, including loading and unloading all types of wheelchairs.

Some climbing and balancing.

Frequent stooping, kneeling, crouching, and/or crawling.

Significant fine finger dexterity.

Ability to maintain excellent hearing.

Ability to maintain excellent vision, depth perception, color vision/distinguish shades, and to see small details for long distances.

Temperature variations and some hazardous conditions.