

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SCHOOL BUS DRIVER

DEFINITION:

Under the direction of the Supervisor-Transportation, drive a school bus to transport students safely and efficiently to an assigned location on a designated route; perform regular safety inspections.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Drive a school bus along a designated route; pick up and discharge students in accordance with time schedules; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.
- Maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with policies related to disciplining students; prepare related reports as necessary.
- Determine appropriate action in emergency situations according to established guidelines; administer first aid to passengers as needed.
- Conduct required daily safety inspections of buses; inspect the interior, exterior and engine of buses to assure safe operational condition; report mechanical malfunctions or other problems as required; prepare and maintain related records.
- Maintain buses in a clean and safe operating condition; wash, sweep and clean buses; refuel, service and prepare vehicle for operation.
- Transport students, faculty and parents on field trips or other events; meet scheduled departure and arrival times as assigned; prepare related logs and reports.
- Utilize two-way radios for bus to bus and bus to base communications.
- Maintain route cards and other records pertaining to assigned functions.
- Attend safety meetings and programs as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

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

Licenses and other Requirements

- Valid unrestricted California Class B driver's license with appropriate passenger and air brake endorsements.
- Valid First Aid Certificate issued by an authorized agency.
- Valid medical examiner's certificate issued in accordance with the motor carrier safety regulations of the Department of Motor Vehicles.
- School Bus Driver's Certificate issued by the Department of Motor Vehicles.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

Knowledge of:

- Safe and defensive driving practices.
- Proper operations of school buses.
- School Bus Drivers and Carriers Handbook.

- Applicable traffic and student transportation laws, codes and regulations.
- Basic first aid procedures.
- 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 safely and efficiently.
- Learn and apply policies and procedures related to student discipline on buses.
- 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 first aid.
- Maintain routine records.
- Understand and follow oral and written directions.
- Communicate effectively with others
- Meet schedules and time lines.
- Operate a two-way radio.

WORKING CONDITIONS:

Work Environment:

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

Physical Demands: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods of time while operating buses.
- 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.
- Seeing to monitor passengers and operate a vehicle.
- Lifting moderately heavy children or objects.

Hazards:

- Traffic hazards.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 3/12/02

Unit Approved: 5/10/02

School Bus Driver

Board Approved: 5/28/02

FLSA Status: Non Exempt

DRAFT