

JOB TITLE: ***BUS DRIVER***

DESCRIPTION OF BASIC RESPONSIBILITIES:

To operate a school bus over designated routes for the purpose of transporting students; to supervise and take responsibility for the safety of those students. All members of our staff are part of our learning community and, as such, share responsibility for the education and well-being of our students.

SUPERVISOR: Transportation Manager

TYPICAL DUTIES:

1. Under direction of supervisor, drives a school bus over designated routes according to daily time schedules.
2. Picks up and drops off students.
3. Escorts students across streets or roadways, stopping traffic as necessary.
4. Transports students and teachers on field trips to various locations, on occasion choosing the best route, departing and arriving as scheduled.
5. Using a prescribed checklist, inspects vehicles to maintain safe operating condition.
6. Recommends route/stop changes to supervisor.
7. Advises on repairs needed.
8. Attends scheduled safety meetings and safety programs.
9. Maintains good order among students on buses.
10. Reports incidents that affect the safety of students to supervisor.
11. Follows District Policy regarding student discipline and when in contact with parents and other citizens.
12. Cleans complete interior of bus, lifts and cleans under seats, dusts and washes seat backs, interior walls, windows, and floors annually.
13. Maintains record of mileage driven.
14. May be given part-time assignment in check fuel status on all buses and refueling as necessary.
15. Starts and warms up bus before beginning daily route.
16. Cleans windshield, headlamps, tail and turn lamps, and mirrors daily; sweeps and cleans bus daily.
17. Washes exterior of buses.
18. Performs other duties similar to the above in scope and function as required.

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EMPLOYMENT STANDARDS:

Possession of currently valid Class B Driver's License, Air Brake Endorsement, Passenger Endorsement, California Special Certificate, First Aid Certificate, and Department of Transportation DL-51 (Medical) Certificate; plus all other legal requirements by law or regulation.

Knowledge of:

- Safe driving practices.
- California Vehicle Code and the Education Code applicable to the operation of vehicles in transporting students.
- Methods of maintaining order in a diplomatic manner.
- Knowledge of first aid practices.

Ability to:

- Drive a school bus and other automotive equipment safely and efficiently.
- Maintain order among students on a school bus.
- Understand and carry out directions.
- Maintain simple records.
- Recognize malfunctions in equipment and take appropriate action.
- Speak, read, and write English at a level required for satisfactory job performance.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Maintain positive relationships with staff, students, and community.

EXPERIENCE:

Two years of general driving experience with a safe record. Experience driving a school bus or equivalent passenger transportation is desirable.

EDUCATION:

Equivalent to completion of the twelfth grade.

Aromas-San Juan Unified School District

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MEDICAL CATEGORY II

Moderate Physical Effort

1. Requires moderate physical effort and exertion associated with the ability to lift, carry, push, pull, or climb.
2. Requires lifting 50 lbs. maximum or carrying any object weighing up to 25 lbs.