

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

SCHOOL BUS DRIVER

DEFINITION

Under general supervision, operate a school bus over designated routes in accordance with time schedules; pick up and discharge students; provide safe and efficient transportation for District students; assist in the loading and unloading of physically and mentally challenged students.

EXAMPLES OF DUTIES

- Drive a school bus over designated routes in accordance with regulations and laws related to pupil transportation in California following specified schedules. *E*
- Maintain bus in a safe operating condition through prescribed daily vehicle inspections and driver maintenance including cleaning windows, mirrors and bus interior; check and maintain oil and water levels; check brakes; check brake lights, signal lights, safety lights, and other exterior lights; check all doors; report mechanical defects and malfunctions to appropriate personnel. *E*
- Pick up and discharge students at established bus stops; escort students across streets and roadways as needed to assure students safety; report incidents, which affect the safety of students. *E*
- Transport physically and mentally challenged students to and from designated locations; assist in the loading and unloading of physically challenged students as necessary. *E*
- Maintain order and discipline among students on bus following District policies regarding disciplining and reporting to proper school officials. Contacting parents and public as per District policy and Transportation procedures. *E*
- Fuel and clean exterior and interior of buses including picking up debris, sweeping floor, wiping upholstery and cleaning headlights. *E*
- Maintain records concerning vehicle maintenance, miles driven, fuel usage, number of children transported, and other related records; prepare students conduct, incident and accident reports as necessary. *E*
- Administer first aid, as required, and contact appropriate authorities in event of serious emergency.
- Conduct student emergency bus evacuation drills as required.
- Respond to parents and other citizens concerning transportation schedules and other related problems.
- Utilize two-way radio for bus to bus and bus to base communication.
- Perform related duties as assigned.

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QUALIFICATIONS

Knowledge of:

Safe driving practices; provisions of the California Motor Vehicle Code applicable to the operation of vehicles in the transportation of school children; basic first aid; interpersonal skills using tact, patience, and courtesy.

Ability to:

Operate a school bus over designated routes in accordance with time schedules, pick up and discharge students; maintain order and discipline among students while driving a school bus; maintain assigned vehicle in a clean and safe operating condition; recognize malfunctions in equipment and take appropriate action; learn designated bus routes including stops and traffic hazards; maintain routine records; establish and maintain cooperative and effective working relations with others; understand and follow oral and written directions; meet schedules and time lines; communicate effectively both orally and in writing; read, interpret, apply, and explain rules, regulations, policies, and procedures; observe legal and defensive driving practices; assist in loading and unloading of physically disabled children as necessary. Comply with the District's customer service standards, as outlined in Board Policy.

Education and Experience:

Any combination of experience and training to provide the required knowledge and skills to safely drive and transport students.

Licenses and Other Requirements:

Possession of a valid California Class B Driver's License; School Bus Driver's Certificate; Medical and first aid certificates. To maintain School Bus Driver Certificate, employee must take 10 hours of in-service training, annually. Subject to mandatory pre-employment physical examination and drug testing and random testing after appointment.

Working Conditions:

Environment: School bus environment; driving in various road and weather conditions; noise.

Physical Abilities: Lift, carry, push and pull heavy objects up to 50 lbs.; sit for extended periods of time when operating a transportation vehicle; walk and step up/down or stand for extended periods of time; bend at the waist; hear and speak to exchange information.

Hazards: Traffic hazards when stopping and escorting students across street.