

North County Joint Union School District

CLASSIFIED POSITION

JOB TITLE: Bus Driver

SALARY RANGE: 14

JOB SUMMARY:

Under general supervision of the Transportation Supervisor, within a broad framework of standard operating policies and procedures, transport students within designated routes and ensure the safety of students while being transported; transport students for special events; perform daily inspection of the bus; operate the school bus in a safe manner at all times.

EXAMPLES OF DUTIES:

Operates a school bus or other transportation vehicle within prescribed routes and time schedules as well as for field trips and special activities, escorts and assists students on and off vehicles and across streets when required or necessary; maintain order and proper discipline of student passengers; issues citations to students as necessary; meets with parents, teachers and principals about student behavior, instructs students on safety regulations and policies related to passenger conduct; conducts daily safety and operations inspection of assigned vehicle, noting fuel and oil levels; evacuates vehicle in a safe and timely manner when necessary and conducts periodic drills as required by law; maintains and assumes responsibility for washing bus on a weekly basis; maintains accurate records, including student counts and route cards as required; prepares routine reports as required; determines and reports needed mechanical repairs when necessary; maintains mileage and other logs as required; attends mandatory driver training programs to maintain current knowledge of California Motor Vehicle Code and the Education Code as it applies to the operation of vehicles in the transporting of school children; communicates with students, parents and staff in a courteous manner; administers first aid as necessary; checks buses and other school vehicles and fills with gasoline, oil, water, battery water and air as needed on field trips; drains air tanks, checks fan belts and reports defective items; reports any suspected cases of child abuse and/or substance abuse to the Transportation Supervisor; performs other related duties as required.

EMPLOYMENT STANDARDS

TRAINING AND EXPERIENCE:

Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein.

Completion of the 12th grade or equivalent and two years of experience operating a motor vehicle; a safe driving record in accordance with the requirements of the California Vehicle Code is required. Ten hours of inservice per year required to maintain license.

KNOWLEDGE:

Knowledge of the California Motor Vehicle Code and the Education Code as it applies to the operation of vehicles transporting children; basic first aid practices; air brake system; safe driving practices; special needs of special education students.

ABILITIES:

Ability to operate a school bus and other transportation equipment skillfully, safely and efficiently, make sound judgments in emergency situations; understand and carry out both oral and written instructions; maintain accurate records; establish and maintain proper student conduct on school vehicles; exercise good judgment and extreme caution while driving; maintain calm during stressful traffic situations; meet physical requirements necessary to safely and effectively perform required duties; establish and maintain effective working relationships with those contacted in the performance of required duties.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Heavy physical effort requiring sitting for long periods of time; drive special education students; indoor/outdoor work environment in all weather conditions with exposure to diesel and oil smoke.

LICENSES AND CERTIFICATES:

A valid Class B-P California Operator's License and evidence of appropriate insurance is required; California Special Driver's certificate issued every four years; Medical Examiner's Certificate every two years; valid Red Cross First Aid and CPR Certificates may also be required.

BOARD ADOPTED: January 14, 1993