



## TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT

### BUS DRIVER

**Summary of Duties:** Operates a school bus for transporting students on regular routes and/or special trips and works under the Head Bus Driver.

#### EXAMPLE OF DUTIES

- Transports students safely to and from school, escort them as needed across streets, etc.
- Records and logs information regarding transportation activities.
- Does routine stated District bus safety check outs. Reports needed repairs.
- Follows, and may assist in planning, routine and/or special bus routes.
- Maintains order and enforces rules on bus; completes accident and discipline reports.
- Confers with parents as needed.
- Perform minor maintenance service as required.
- Maintains bus in clean condition inside, and out as required.
- Takes out of town trips and/or field trips as assigned.
- Washes cleans and fuels buses on a regular basis.
- Perform preventative and routine maintenance and inspections on vehicles as required and keep records on these activities.
- Communicates discipline and/or disruptive behavior on bus with Head Bus Driver.
- Creates and enforces student seating assignments and enforces district bus rules.
- Perform all other related duties and responsibilities as required.

#### ESSENTIAL FUNCTION

The essential functions of the job include all the duties and responsibilities as well as the physical demands listed herein.

##### **Knowledge of:**

Laws, rules and regulations regarding operation of a school bus; safety and maintenance requirements; vehicle components; safe driving skills; student discipline techniques.

##### **Ability to:**

Maintain order and self-control on the school bus; maintain required records; communicate effectively and maintain cooperative relationships with a wide variety of personalities contacted in the course of work; understand, implement, and give oral and written directions in English.

**Supervision:** Under general supervision, reports to Head Bus Driver and is evaluated by the Superintendent. Receives technical assistance from the Head Bus Driver.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to vibration. The employee frequently works in outside weather conditions and is frequently exposed to fumes or airborne particles. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and extreme heat.

The noise level in the work environment is usually loud.

**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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Educational Requirements:** High School Diploma or equivalent.

**Experience Requirements:** Minimum requirement: Successful work experience. Experience driving a school bus or equivalent vehicle.

**Licenses/Language/Testing Requirements:** Valid Class A or B California Driver's License; appropriate certificates; Bus Operators Certificate. Possession of (or willingness and ability to obtain) a valid CPR and First Aid Certificate, is desirable. The ability to speak, read and write in Spanish, in addition to English, is desirable. Fingerprint/criminal justice clearance (Dept. of Justice clearance, paid for by the successful candidate); Tuberculosis clearance and pre-employment drug testing.

**Board Approval:** May 26, 2021