

KING CITY JOINT UNION HIGH SCHOOL DISTRICT

SCHOOL BUS DRIVER

BASIC JOB FUNCTIONS:

Under the direction of the Director of Maintenance, Operations and Facilities, operates/drives both large and small buses in transporting students; performs vehicle washing and fueling; performs minor vehicle maintenance, performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS, IF APPLICABLE:

Not applicable in this position/classification

ESSENTIAL JOB FUNCTIONS:

- Drives a school bus on assigned routes in accordance with time schedules
- Escorts children across streets, stopping traffic as necessary.
- Maintains order among students on the bus and at bus stops; follows district policies regarding students discipline and reporting student misconduct to supervisor or administrator(s)
- Drives a school bus for assigned field trips; conducts a review of safety procedures and requirements with students, staff and chaperones prior to departing on field trip
- Cleans, washes, and fuels District buses, vehicles and other equipment
- Performs minor vehicle maintenance
- May transport children with special needs
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge, skills and abilities:

Knowledge of:

- General safety procedures and practices; applicable codes, regulations and safety equipment.
- Basic terminology, vocabulary and skills used student transportation.
- Methods, materials, tools and standards practices employed in the safe operation of school buses and student transportation.
- Safe driving practices; safe operation and maintenance of large and small school buses.
- Provisions of the California Vehicle Code and the California Education code applicable to the operation of vehicles in the transportation of school children
- Basic principles of a school district transportation system.
- School district geography and safe transportation routes.
- Communication systems, i.e. two-way radios and emergency communication devices.
- Basic first aid practices
- Basic record keeping practices
- Basic cleaning procedures for ensuring health standards within a school bus environment; basic vehicle maintenance and cleaning procedures

Ability to:

- Read, write, understand and communicate in English at a level necessary for successful job performance.
- Understand written procedures, including multi-step written instructions
- Understand and carry-out oral instructions
- Read, interpret and follow rules, regulations, policies and procedures.
- Work effectively without close supervision
- Keep basic work records and complete simple reports
- Interact appropriately with students, parents and others
- Communicate district policies regarding student behavior and appropriate student conduct on school buses, maintain appropriate students conduct on buses, discipline students when necessary in accordance with district policies; report unruly student behavior to supervisors, recommend further action, as required
- Establish and maintain cooperative relationships with students parents, supervisors, co-workers and others
- Follow established bus routes and schedules; notify supervisor of any traffic delays or hazards
- Maintain on-time bus schedule; pick-up and drop-off students at designated bus stops
- Read and interpret a road map
- Administer first aid, when necessary

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PHYSICAL DEMANDS / WORKING CONDITIONS:

- **Physical Demands:** While performing the essential functions and responsibilities of this job, the employee is regularly required to sit for long periods of time; stand, walk, push, reach, climb; speak and hear effectively. The employee may be required to lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
- **Working Conditions:** Work is performed primarily within a closed environment and requires the employees to operate power equipment and motor vehicles. Some work is performed outdoors. In performing the essential functions and responsibilities of the job, the employee will be exposed to dust, dirt, pollutants; noise from equipment; chemical and/or exhaust fumes and fluids, solvents, lubricants; etc. necessary to perform basic vehicle maintenance; traffic noise and traffic hazards.

EDUCATION AND EXPERIENCE:

- Requires a high school diploma or equivalent.
- Six (6) months experience as a school bus driver or equivalent preferred, but not required.

LICENSES, CERTIFICATES and CLEARANCES:

Prospective and current employees are expected to possess and maintain the following:

- Current Drivers License issues by the California Department of Motor Vehicles (DMV)
- Current Class A or B license with a Passenger Endorsement issues by the California DMV, without any mechanical restrictions
- School Bus Certificate, issued by the California DMV
- Current First Aid certificate issued by the Red Cross or California Highway Patrol (CHP)
- Cardio-Pulmonary Resuscitation (CPR) certificate issued by the Red Cross
- Department of Justice fingerprint clearance at the CHP
- Department of Transportation Medical Certificate (DL-51)
- Clean driving record, both personally and professionally
- Drug and Alcohol Testing clearance

SALARY RANGE: 12

WORK YEAR: 10 months

CONDITIONS OF EMPLOYMENT:

- Upon an offer of employment, prospective employees shall meet the following requirements as a condition of employment:
- Department of Justice fingerprint clearance processed by the District or District-approved agency
- TB (Tuberculosis) clearance
- Pre-employment physical
- Evidence of that all conditions listed under Licenses, Certificates and Clearances have been met
- File the oath or affirmation of allegiance required by Government Code Sections 3100-3109

*DMV
4-21-11*