

Napa Valley Unified School District

Position Description

Position: School Bus Driver	Position Number:
Department/Site: Transportation	FLSA: Non-exempt
Reports to/Evaluated by: Director	Salary Grade: 33

Summary

Drives a regular and/or specialized school bus including those containing special features and equipment to assist students having mobility and other access problems over designated and special routes for the purpose of transporting students to and from school, special trips, and athletic events.

Distinguishing Career Features

Bus Drivers are an important part of the District's student transportation services encompassing regularly scheduled routes and dispatched services. Bus Drivers must complete special coursework, behind-the-wheel observation/training and attain licenses required by the State. Advancement opportunities exist beyond Driver, as incumbents can take additional training, develop special competencies, and become authorized and certified in behind-the-wheel training, instructing, dispatching, or route analysis.

Essential Duties and Responsibilities

- Drives a regular or specially equipped school bus daily over designated and special routes in compliance with time schedules, picking up and discharging students, and, drives for special events.
- Inspects bus prior to operation for safety purposes. Cleans windshields and headlights. Cleans the interior and exterior of buses as needed, including, but not limited to, picking up debris, sweeping and mopping floor, and wiping and cleaning upholstery.
- Services bus with fuel and oil. Performs routine checks of belts, braking, turning signals, and lighting. Inspects hydraulic lifts. Reports problems or equipment malfunctions.
- Greets students and parents who are boarding the bus. Attends to special student mobility needs for seating assistance, seat belts, wheel chairs, and other assistive devices.
- Maintains appropriate behavior among students on moving buses. Follows District policies regarding the student control and contact with parents and the public.
- Reports incidents affecting the safety of students. Maintains logs and other records of all trips. Completes accurate records as required by State and federal laws and policies.
- Performs first aid or emergency assistance.
- Performs periodic emergency evacuation drills.
- Attends scheduled safety meetings and continuing education programs.
- May transport students and chaperons on field trips to various locations making

departure and arrival time as scheduled.

- May repair upholstery, replace seats and frames, and remove graffiti and other material from bus interiors.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires a complete working knowledge and understanding of safe bus driving practices sufficient to recognize problems and take appropriate action. Requires working knowledge of the operations of specially equipped buses. Requires working knowledge and understanding of State laws, rules and regulations and Education Code sections pertaining to school bus operations and pupil transportation, including those for students requiring accommodations. Requires knowledge of routine equipment servicing. Requires knowledge first aid practices. Requires sufficient knowledge of English language to prepare travel and safety logs and prepare work orders. Requires sufficient human relations skill to exercise patience, calm, consistency, and a sensitivity to students' needs in order to maintain harmony with students and parents.

▪ Abilities

The position requires the ability to perform all of the duties of the position with minimal supervision. Requires ability to drive a school bus safely and efficiently while keeping to well-established schedules. Requires the ability to read and write sufficiently to perform all of the duties of the position including understanding applicable laws, regulations and codes required. Requires the ability to use special devices and equipment for the transport of students with mobility problems. Requires the ability to use positive reinforcement to maintain calm and order among students, both while driving and at bus stops. Must be able to recognize malfunctions in equipment and take appropriate action. Requires the ability to maintain an assigned vehicle in clean and safe operating condition. Requires the ability to administer first aid to injured students. Must learn designated bus routes, including stops and traffic hazards. Must be able to perform routine servicing. Requires the ability to maintain required records. Requires the ability to work productively with peers, students, parents, and members of the general public.

▪ Physical Abilities

Requires the ability to function indoors and outdoors performing work of an active nature. Requires arm-hand and leg-foot dexterity to drive a bus. Requires visual acuity including depth perception. Requires the ability to sit for extended periods of time. Requires hearing sufficient to be aware of traffic and road distractions/conditions and listen to children. Requires the ability to lift 50 pounds and the ability to move or lift into place passenger ambulatory aids such as wheel chairs onto platforms.

▪ Education and Experience

The position requires a High School diploma or the equivalent and successful completion of 20 hours of classroom instruction related to skills, regulations, and safety requirements for driving a school bus and successful completion of 20 hours of instruction behind the wheel of a school bus.

▪ Licenses and Certificates

Requires valid Commercial Class A or B Driver's License; medical examination card; valid California Special Driver Certificate with P & S Endorsements, and valid ARC First Aid Certificates.

- **Working Conditions**

Work is performed outdoors where some safety considerations exist from physical activity and traffic conditions.