



EMPLOYMENT OPPORTUNITIES
MORENO VALLEY UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION: 25634 ALESSANDRO BLVD., MORENO VALLEY, CA 92553
PHONE: (951) 571-7500, EXT. 17575 WEBSITE: WWW.MVUSD.NET

ALL APPLICATIONS MUST BE SUBMITTED THROUGH EDJOIN.ORG

SCHOOL BUS DRIVER

CLASSIFIED VACANCY

APPLICATION PROCEDURE:

APPLY ONLINE AT: EDJOIN.ORG

Applicants who fail to submit all required information/ documents will not be considered for employment.

The following items are required by the application deadline:

1. A completed EDJOIN classified application
2. Copy of High School Diploma or GED Certificate, or copy of transcripts showing high school grad/degree.
3. CA DMV K4 report (dated within 30 days)
4. A valid Class A or B California Driver's License with a Passenger endorsement (P) and a School Bus endorsement (S)
5. A School Bus Driver's Certificate issued by the Department of Motor Vehicles through the California Highway Patrol
6. Standard Red Cross First Aid Certificate or pass test given by the California Highway Patrol (valid medical card)
7. Proof of Registering with Clearinghouse

NON-DISCRIMINATION POLICY

Moreno Valley Unified School District is an equal opportunity employer and shall not discriminate against employees, job applicants, students/parents, or community on the basis of gender, race, color, religious creed, ancestry, age, marital parental status, disability, sexual orientation, or Vietnam-era veteran status. District programs and activities shall be free from unlawful discrimination. Sexual harassment of or by any person in the work or educational setting shall not be tolerated; it shall be a violation of District policy to engage in any conduct which constitutes sexual harassment. Complete District policies on non-discrimination, and sexual harassment are available through the Human Resources Division. (BP 4030, BP 0410a, BP 4119.11) Prior to employment, all applicants are subject to a fingerprint clearance through the Department of Justice (DOJ). The fee will be paid by applicant. Authorization of employment will not be granted until the fingerprint clearance from DOJ has been accepted

Deadline: **UNTIL FILLED**
Salary Range 15: **\$24.11 - \$32.38 per hour**
Workdays: **Academic Year/ 4-8 hours per day**
Fringe Benefits: **Family medical, dental, vision, employee life insurance for employees who work 6+ hrs. per day (prorated for less than 8 hrs. a day).**

Test Date: To Be Determined

NOTE: CURRENT EMPLOYEES SHALL REMAIN IN A POSITION FOR AT LEAST ONE (1) YEAR FROM THE BEGINNING DATE OF AN INITIAL PROBATION OR PROMOTIONAL PROBATIONARY PERIOD IN ORDER TO BE CONSIDERED (PER CONTRACT, ARTICLE 15)

DEFINITION:

Under general supervision, drives a school bus over an assigned route in a safe and efficient manner in the transportation of pupils; and, to do related work as may be required. A major portion of the time of positions in this class is spent in driving a school bus, over designated routes according to established time schedules. Incumbents regularly carry out extensive daily safety and mechanical checks of their assigned vehicle and attend training and in-service programs to assure the highest level of safe driving practices and supervises the conduct of students being transported. May also be assigned to such related support duties as cleaning and washing buses, preparing routine clerical reports and working with school personnel to resolve a variety of transportation related problems.

EXAMPLE OF DUTIES/RESPONSIBILITIES:

Drives a school bus over designated routes according to established time schedules, Picks up and discharges pupils at designated stops; Escorts pupils across streets when necessary; Supervises the conduct of pupils being transported following District policy; Transports pupils and teachers on various special event trips; Rinses, sweeps, polishes interiors of bus; Keeps simple records such as daily log of route miles traveled and pupils transported, and may make related reports in the Transportation Department office; Refuels, checks oil level, water and checks tires, brakes, gauges, electrical systems, warning lights and buzzers, emergency fire extinguishers and flares, emergency exits and doors and reports mechanical defects if any are noted; May suggest route changes, stops and map times, take practice runs as necessary to become familiar with routes; Exercise responsible leadership when on out-of-district school trips; Reports all accidents and completes required reports.

Successfully complete the District's competitive hiring process: to include testing, interviews, background checks, medical exam given by a District appointed physician (where applicable); and the submission of a Tuberculosis Certificate showing applicant free from active tuberculosis within the past 4 years.

KNOWLEDGE AND ABILITIES

Knowledge of: Safe driving practices; Operation of large transportation vehicles and the laws governing their use

Ability to: Drive a school bus and other similar automotive equipment safely and calmly; Maintain order among pupils riding in a school vehicle; Establish and maintain effective working relationships with pupils, the public, and other staff; Learn the proper methods of basic bus servicing and safety checks; Perform simple record-keeping and clerical duties; Observe all mandatory safety regulations for school buses

LICENSES AND CERTIFICATE

- Valid Class A/B California Driver's License
- Possess a school bus driver's certificate issued by the Department of Motor Vehicles through the California Highway Patrol
- Standard Red Cross First Aid Certificate or pass test given by the California Highway Patrol
- Have an acceptable driving record and qualify for insurability by District insurance carrier
- Proof of registering with Clearinghouse.



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EDUCATION AND EXPERIENCE:

Education: Graduation from High School or Equivalent

Experience: Individuals possessing the abilities listed above are considered to possess the necessary experience

WORKING CONDITIONS:

Environment:

- School Bus Operations Environment
- Subject to driving in various road and weather conditions
- Noise

Physical Abilities:

- Bending at the waist
- Hearing and speaking to exchange information
- Seeing to monitor students on bus
- Grasping and gripping
- Movement of the feet to operate foot controls
- Sitting for extended periods of time
- Reaching overhead, above the shoulders and horizontally
- Squatting, stooping
- Climbing stairs

Hazards:

- Exposure to driving a school bus during adverse weather and traffic conditions
- Exhaust fumes/dust
- Abusive or uncooperative individuals
- Pushing and pulling