

## **SANTA CRUZ CITY SCHOOLS**

### **JOB DESCRIPTION**

#### **SCHOOL BUS DRIVER**

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##### **DEFINITION:**

Under the direction of the Supervisor-Transportation, transport students over scheduled routes; ensure safety of students while being transported to an assigned location on a designated route; maintain order and discipline among passengers on the bus; perform regular safety inspections of the busses; operate the school bus in a safe manner.

##### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Drive a school bus or other transportation vehicle along a designated route, to field trips and special activities; transport students and discharge students in accordance with time schedules.
- Escort and assist students on and off vehicles and across streets when required or necessary; meet scheduled departure and arrival times as assigned; observe legal and defensive driving practices; ensure compliance with applicable traffic and student transportation laws, codes and regulations.
- Perform pre-trip and post-trip inspections to monitor fluid levels, tire pressure, exterior condition and mirrors; fuel, service and prepare vehicle for operation; ensure the safe operating condition of the vehicle; comply with mandated guidelines; clean assigned vehicles, both interior and exterior; ensure safety, appearance, and sanitation of vehicle; report mechanical malfunctions or other problems as required.
- Maintain order and discipline among passengers on the bus; report observations and incidents including discipline, inappropriate social behavior; communicate effectively with school staff and parents regarding student behavior as needed.
- Assess incidents, complaints, accidents and potential emergency situations including road hazards, medical emergencies, and accidents; resolve and recommend a resolution to the situation; determine appropriate action in emergency situations according to established guidelines; administer first aid/CPR to passengers as necessary.
- Maintain buses in a clean and safe operating condition; wash, sweep and clean buses.
- Assist students as needed in boarding, buckling, and loading, securing and unloading students in wheelchairs as assigned by the position.
- Conduct emergency evacuation drills; ensure efficiency of procedures and complying with mandated requirements; administer first aid as necessary.
- Prepares routine logs, route sheets and reports as required.
- Attend meetings, classroom and behind the wheel training, safety meetings, in-services, administrative conferences; maintain required skills; meet the certificate requirements of a school bus driver.
- Utilize two-way radios for bus to bus and bus to base communications; notify appropriate personnel of delays or accidents as needed;
- Communicates with students, parents and staff in a courteous manner; respond to inquiries regarding assigned activities.

##### **OTHER DUTIES:**

- Perform related duties as assigned.

##### **REQUIRED QUALIFICATIONS:**

###### **Education and Experience:**

- Any combination equivalent to: graduation from high school and two years of experience operating a motor vehicle.

### Licenses and other Requirements

- Valid California Commercial Driver's License Class A or B with appropriate passenger, school bus and air brake endorsements.
- Valid First Aid and CPR Certificate issued by an authorized agency.
- California Special driver's certificate (DL45) without restrictions.
- Medical Examiner's Certificate.
- Random and periodic drug and alcohol testing is required.
- Ten hours of in-service per year is required to maintain license.
- A safe driving record in accordance with the requirements of the California Vehicle Code is required.
- Incumbents must be a minimum of 21 years of age.

### Knowledge of:

- Safe and defensive driving practices.
- Proper operations of school buses.
- Applicable traffic and student transportation laws, codes and regulations.
- Basic first aid procedures.
- Basic record-keeping techniques.
- Proper lifting techniques.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Oral and written communication skills.
- Air brake systems.
- Safe driving practices.
- Child guidance practices related to students with special needs.

### Ability to:

- Ability to operate all school bus and other transportation vehicles and equipment skillfully, safely and efficiently.
- Make sound judgment in emergency situations.
- Conduct safety inspections and perform routine preventive maintenance.
- Learn and apply policies and procedures related to student discipline on buses.
- Observe legal and defensive driving practices.
- Learn and follow designated routes.
- Maintain bus in clean and proper working condition.
- Administer first aid/CPR as necessary.
- Demonstrate an understanding, patient and receptive attitude toward students with special needs.
- Learn proper lifting techniques.
- Maintain routine logs and records.
- Understand and follow oral and written directions.
- Communicate effectively with others
- Meet schedules and time lines.
- Operate a two-way radio.
- Meet the physical requirements necessary to perform the job.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain regular attendance.

## **WORKING CONDITIONS:**

### **Work Environment:**

- Indoor/Outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Evening or variable hours.
- Exposure to fumes, dust, odors, oil/grease and gases.
- Driving a vehicle to conduct work.

**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.

- Sitting for extended periods of time while operating buses.
- Hearing and speaking to exchange information.
- Reaching, pulling and pushing to open bus doors.
- Bending at the waist, kneeling or crouching to inspect and wash buses.
- Reaching overhead, above the shoulders or horizontally.
- Seeing to monitor passengers and operate a vehicle.
- Lifting moderately heavy children or objects.
- Dexterity of hands and fingers to operate school bus control panel.

### **Hazards:**

- Traffic hazards.
- Potential contact with dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Approved by Personnel Commission: 09/17/98**

**Approved by Governing Board: 08/12/98**

**Salary Range:**

**Revised: 10/11/82; 09/17/98**