
BRIEF DESCRIPTION OF POSITION

Under the direction of the Transportation Supervisor, provides safe and efficient transportation for students over designated routes in accordance with established time schedules; performs various duties related to District maintenance and operations; cleans, inspects, services, and maintains a school bus or other assigned vehicle in safe and proper operating condition; performs a variety of ground maintenance duties, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- a. Drives a school bus over designated routes in accordance with time schedules, picking up and discharging students.
- b. Transports students and teachers and athletic teams to various locations for field trips, sports activities and special events.
- c. Inspects bus prior to operation for safety purposes; cleans windshields and headlights; reports mechanical defects and malfunctions.
- d. Maintains appropriate behavior among students on buses and while the bus is parked at bus stops; follows District policies regarding student control and contact with parents and the public.
- e. Performs first aid or emergency assistance as needed according to established guidelines.
- f. Maintains records concerning assigned route, special routes and bus repairs.
- g. Services buses with gas and oil; cleans interior of buses including picking up debris, sweeping floor, and wiping upholstery.
- h. Attends scheduled safety meetings and programs.
- i. Performs a variety of grounds maintenance activities including mowing, trimming, preparing athletic fields and repairing sprinkler systems, furniture, and lockers.
- j. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Safe driving practices.
- Provisions of the California State Motor Vehicle Code applicable to the operation of vehicles transporting students.
- First aid practices.
- Basic record keeping techniques.
- Oral and written communications skills.
- Interpersonal skills using tact, patience and courtesy.
- District rules and regulations regarding student transportation.
- Preventive maintenance practices.

Ability to:

- Drive a school bus and other automotive equipment safely and efficiently.
- Maintain order among students while driving a school bus and at bus stops.
- Recognize malfunctions in equipment and take appropriate action.
- Maintain assigned vehicle in a clean and safe operating condition.
- Learn a designated bus route including stops and traffic hazards.
- Maintain simple records.
- Establish and maintain effective working relationships with others.
- Read, write, speak and understand English; follow oral and written directions.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.

KNOWLEDGE AND ABILITIES CONT.

- Read, interpret and follow rules, regulations, policies and procedures.
- Administer first aid to ill or injured students.
- Observe legal and defensive driving practices.
- Operate equipment including lawn mower, sprinkler system, power and hand tools.
- Perform general maintenance labor.

EDUCATION AND EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSE AND OTHER REQUIREMENTS

Possession of a valid appropriate California driver's license and School Bus Drivers Certificate issued by the California Highway Patrol.

PHYSICAL CHARACTERISTICS

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

WORKING CONDITIONS

School bus environment; subject to driving in adverse weather conditions, noise and emergency student and traffic situations.