

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: BUS DRIVER**

#### **BASIC FUNCTION:**

Under the direction of the Supervisor-Transportation, operate a school bus over designated routes in accordance with time schedules, picking up and discharging students; provide safe and efficient transportation for District students to and from school and field trips; assure safety of vehicle by performing daily inspections, cleaning and maintenance; assist in the loading and unloading of physically and mentally disabled students as necessary.

#### **ESSENTIAL FUNCTIONS:**

Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation; transport students to and from school; transport children and teachers on field trips to assigned locations.

Pick up and discharge students at established bus stops; escort children across streets or roadways, stopping traffic as necessary; report incidents which affect the safety of students as appropriate.

Maintain bus in a safe operating condition through prescribed daily vehicle inspections including cleaning windows, headlights, mirrors, and bus interior and exterior; check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel.

Assist in the loading and unloading of physically and mentally disabled students as necessary; operate wheelchairs, lift and secure wheelchairs.

Maintain order and discipline on bus as required; discipline disruptive children according to established procedures and guidelines; cite students for behavior infractions; communicate behavior issues to parents or appropriate party.

Operate equipment, including wheelchair lifts and clamps, seat belts, safety vests and other adaptive equipment as necessary.

Maintain current knowledge of emergency evacuation procedures.

Attend assigned safety meetings and programs.

Prepare, maintain and submit, in a timely manner, various records and reports related to miles driven, student behavior and attendance.

Perform intensive annual cleaning of bus interior, including seats, seat backs, walls, windows and floors.

Provide basic medical care and first aid to students, including suctioning, elimination care and other procedures according to established District procedures and policies as necessary.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Safe driving practices.

Provisions of the California State Motor Vehicle code and Education Code applicable to the operation of vehicles transporting students.

Interpersonal skills using tact, patience and courtesy.

First aid and medical care and emergency evacuation procedures.

Health and safety regulations.

Proper lifting techniques.

**ABILITY TO:**

Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.

Maintain order and discipline among students while driving a school bus.

Maintain assigned vehicle in a clean and safe operating condition.

Recognize equipment malfunctions and take appropriate action.

Learn designated bus routes including stops and traffic hazards.

Understand and relate to children with special needs.

Maintain and submit in a timely manner routine records.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written directions.

Meet schedules and time lines.

Observe legal and defensive driving practices.

Operate wheelchair lifts, seat belts, safety vests and other adaptive equipment.

Assist in loading and unloading disabled children as necessary.

Lift students according to established guidelines.

Perform First Aid and medical care and evacuation procedures.

Observe health and safety regulations.

Maintain consistent, punctual and regular attendance.

Sit for extended periods of time while operating buses.

Hear and speak to exchange information.

Reach, pull and push to open bus doors.

Bend at the waist, kneel or crouch to inspect buses.

Climb ladders or steps.

Reach overhead, above the shoulders or horizontally.

See to monitor passengers and operate a vehicle.

Lift the combined weight of children (who may weigh more than 50 pounds) and their adaptive equipment.

Use proper lifting methods.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California School Bus Driver Certificate.

Class B driver's license with passenger endorsement.

Valid First Aid/Red Cross Certificate or endorsement by the California Highway Patrol.

Floor-lift 50 pounds and arm-lift 50 pounds.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School bus or orthopedic transportation vehicle environment.

Outdoor environment.

Seasonal heat and cold or adverse weather conditions.

Exposure to fumes, dust, odors and oil/grease.

Considerable distraction from bus activities.

Driving a vehicle to conduct work.

**HAZARDS:**

Traffic hazards.

Driving a vehicle during adverse weather conditions.

Working at heights while inspecting and washing the buses.

Contact with dissatisfied or abusive individuals.

Contact with blood and other body fluids.

Fumes from bus operation.