



## HUNTINGTON BEACH CITY SCHOOL DISTRICT

### Bus Driver

Established date: 7/1/2015

Revision date: 11/17/2015

#### **GENERAL PURPOSE**

Under general supervision, operates various classifications of school buses over designated routes to and from school and for special trips; conducts pre-trip inspections; observes safety regulations and policies; enforces student discipline on the bus; and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

A Bus Driver performs skilled operation of a school bus of various sizes to safely transport children and accompanying adults. Assigned work requires general knowledge of the functions applicable to bus driving and the ability to solve routine to moderately difficult problems.

This position is directly responsible to the Assistant Superintendent of Administrative Services or his/her designee. Bus Driver is distinguished from Lead Bus Driver/Trainer in that an incumbent in the latter class has additional responsibility for the training and certification of lower-level Bus Drivers.

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

1. The duties listed below are intended only as illustrations of the various types of work that may be performed.
2. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.
3. Operates various classifications of school buses in a safe and prudent manner in accordance with state laws, regulations and district policy; drives designated routes according to established time schedules; drives additional routes as required; transports students, staff and adult chaperones for field trips, athletic events and other special trips.
4. Assists students onto and off of bus; stops traffic as necessary to escort students safely across streets; provides special care and assistance appropriate for students with special needs; conducts required passenger safety instructions; administers first aid to passengers as required.
5. Supervises the conduct of students and maintains discipline on the bus; interacts thoughtfully and courteously with students, staff and parents and resolves conflicts in a professional manner.
6. Performs pre-trip inspection on bus prior to driving; reports any mechanical defects; maintains the bus in a safe, clean, sanitary and orderly condition; inspects and operates as needed fire extinguishers, first aid kits and other emergency equipment.
7. Prepares and maintains detailed records including mileage, loads, routes and incident reports; completes and submits safety records, vehicle inspection logs and time sheets on a timely basis; attends meetings;
8. participates in safety training.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Operation of a bus and basic preventive maintenance requirements of automotive equipment.
2. Safe driving practices and provisions of the California Motor Vehicle Code.
3. Emergency procedures, basic first aid and CPR.
4. Federal, state and local laws, rules and regulations pertaining to school bus operations and student transportation.
5. Geography of the District including street conditions and roads on designated routes.
6. Basic concepts of the appropriate discipline and control of young students.

7. Customer service practices.
8. Correct English usage, including spelling, grammar and punctuation.
9. Recordkeeping practices and procedures.
10. Basic computer operations.

**Ability to:**

1. Drive a school bus safely and efficiently while keeping to established schedules.
2. Monitor and control passenger behavior on a school bus while driving and at bus stops.
3. Maintain the assigned vehicle in a clean and safe operating condition.
4. Recognize malfunctions in equipment and take appropriate action.
5. Learn designated bus route, including stops and traffic hazards.
6. Operate a two-way radio or other communication equipment.
7. Operate a computer, standard business software related to area of assignment.
8. Reach sound decisions in accordance with District and school policies and procedures.
9. Prepare clear and accurate reports, documents, data entries and files.
10. Communicate effectively, both orally and in writing.
11. Understand and follow written and oral instructions.
12. Establish and maintain effective working relationships with administrators, staff, students, parents, the public and all those encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledges, skills and abilities outlined above is:

Graduation from high school or GED equivalent, and at least three years of experience operating a motor vehicle; or an equivalent combination of training and experience. Experience in a school district is preferred.

**Licenses; Certificates; Special Requirements:**

A California Class A or B driver's license with a valid California School Bus Certificate and the ability to maintain insurability under the District's vehicle insurance program.

A valid Medical Certificate.

CPR and First Aid certificate required. Renewal of this certificate will be required every two years at the expense of HBCSD.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

This position is subject to random drug tests.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit for long periods, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 60 pounds unaided or 100 pounds with assistance. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **Mental Demands**

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; uses basic math; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

## **WORK ENVIRONMENT**

The employee works in a field environment where the noise level ranges from moderate to loud. The employee is required to sit for long periods of time and drive in a variety of outdoor weather conditions. The employee works on uneven or slippery surfaces; near moving mechanical parts and moving equipment. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and biological hazards.

The employee may be required to work various shifts at night, on weekends and holidays as needed.

FLSA Designation:	Non-Exempt
EEO Category:	Service - Maintenance
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing