

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Bus Driver	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0920	WORK YEAR:	10 Months
DEPARTMENT:	Transportation Services	SALARY:	Range 41 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	09-01-64
		BOARD REVISION:	08-11-69 11-10-73
		HR REVISION:	04-27-12

BASIC FUNCTION:

Perform skilled driving to operate either Type I or Type II school bus over designated routes to transport students to and from destinations, including field trips and special events; maintain established time schedules; establish special education time schedules and routing; enforce federal, state, and local rules, policy, and procedures with all passengers; ensure all bus activities support the safety and welfare of all persons.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Transport students and staff on field trips to various locations utilizing the safest and most efficient route while meeting time schedules for departure and arrival; communicate any late arrivals or departures to appropriate supervisor. **E**

Escort students on and off the bus when they are sick, young, or a behavioral problem; escort students across the street during a red light crossover according to state law; stop traffic when necessary. **E**

Perform pre- and post-bus inspection activities to ensure proper operating condition according to procedure; adhere to prescribed Transportation Department standards, and compliance with proper safety standards. **E**

Assist in the planning, organization, and implementation of student safety and transportation vehicle evacuation drills; maintain bus evacuation plan, conduct mandated annual evacuation drills, and pre-field trip safety information to passengers. **E**

Transport students according to established routing sheets; ensure maintenance of periodic routing updates (left and right instructions); report unsafe or hazardous route conditions; maintain daily mileage, route, and pre-trip sheets; operate a two-way radio system. **E**

Monitor daily school bus activities and at all bus stops to encourage proper student conduct at all times, and adherence to appropriate disciplinary controls according to district policies; report potentially dangerous situations to dispatch. **E**

Inform school personnel of practices and incidents for follow-up action and/or proper procedures (e.g., rules, laws, regulations, and procedures). **E**

Ensure the safe loading and unloading of students to and from destinations, to include attending to students with special needs, i.e., wheelchairs, walkers, tie-downs, and seat belts; lift, carry, push and/or pull moderately heavy objects. **E**

Perform routine interior and exterior cleaning and bus maintenance activities to maintain appearance, sanitation, and vehicle safety compliance, such as attending to spills and cleaning of body fluids. **E**

Establish and maintain effective communication and working relationships with bus attendants, district personnel, school officials, parents, and students; respond to public contacts regarding transportation issues and concerns. **E**

Conduct re-fueling activities; check tires and vital fluids; prepare reports of driving hazards and incidents. **E**

Report school bus mechanical defects or malfunctions on daily checkout sheet. **E**

Attend training to maintain skills and meet the requirements for a School Bus Certificate; attend department training sessions and safety meetings as required. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent, and three years of driving experience. Some experience working with children or early childhood education training preferred.

Satisfactorily complete a course of training with a minimum of twenty (20) hours of classroom instruction, and twenty (20) hours of “behind-the-wheel” instruction prior to assignment as a school Bus Driver, or submit satisfactory evidence of previous experience as a school Bus Driver in the State of California, and complete “behind-the-wheel” test drive with this district prior to assignment.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California Class A or B driver’s license with passenger endorsement (renewed every five years); provide proof of insurance; School Bus Driver’s Certificate (renewed every five years); First Aid and Cardio-Pulmonary Resuscitation (CPR) Certification (renewed every two years), Medical Examiners Certificate Card (renewed every two years), employee entrance evaluation (lifting test); Department of Transportation drug and alcohol testing. Ten hours of in-service training time required yearly. A school bus driver shall not drive a school bus if any one of the four renewable licenses or certifications are not current and in the employee’s immediate possession.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe driving practices and techniques.

District policies and procedures related to assigned function.

Applicable sections of the California Motor Vehicle Code, State Education Code, Highway Patrol Handbook, and other state and federal laws.

Local geography of metropolitan area or road maps.

Basic maintenance requirements of vehicle and other equipment related to school transportation.

Conflict resolution.

First aid and CPR practices.

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Perform skilled driving to operate a school bus and other transportation equipment in a safe and efficient manner, exercising good judgment and extreme caution.
- Maintain appropriate licensing and required certifications to operate a school bus.
- Maintain established time schedules.
- Comply with all vehicle codes.
- Prepare records related to mileage, pre-trip sheets, driving hazards, and incidents.
- Maintain order among students and passengers on the assigned vehicle.
- Learn a designated route, appropriate stops, and traffic hazards.
- Follow oral and written directions.
- Be patient and understanding with handicapped and special education students.
- Assist in lifting children when loading or unloading the bus.
- Operate, maneuver, and/or control the actions of safety restraining and wheelchair lift devices.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Lift, carry, push and/or pull moderately heavy objects according to safety regulations.
- Operate a two-way radio system.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Outdoor and school bus environment; drive in various road and weather conditions; noise from students on the bus.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information in person, two-way radio, and by telephone; dexterity of hands and fingers to secure wheelchairs and assist students; see to monitor student activities and read a variety of materials; sit for extended periods of time when operating a transportation vehicle; walk, stand, and step up/down for extended periods of time; bend at the waist, crouch, and reach overhead, above the shoulders, and horizontally; physical strength and dexterity to pull children and evacuate them from a bus in case of emergency or accident; lift, carry, push, and/or pull moderately heavy objects and materials.

SAMPLE HAZARDS:

Traffic hazards when stopping traffic and escorting students across streets; exposure to fuels, exhaust, and fumes from fluid used in the operation of equipment; exposure to chemical compounds used to clean equipment; exposure to surfaces of engine components being very hot, oily, and greasy; possible contact with blood-borne pathogens and bodily fluids; occasional contact with dissatisfied or hostile individuals.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date