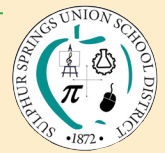


Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

BUS DRIVER

DEFINITION

Under general supervision, to operate a school bus over designated urban, suburban and rural roads in transporting students safely and efficiently to and from school, field trips and special events; and to do other related work as directed.

CLASS CHARACTERISTICS

Positions in this class operate school buses of varying sizes and types to transport students to and from school. Incumbents, as assigned, transport students and the adults who accompany them on educational trips and for extracurricular activities.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Drive a bus over designated rural, urban and suburban routes in accordance with time schedules, picking up and/or discharging students, stopping traffic as necessary to escort students safely across streets; assist special needs students on and off bus and with restraints; operate wheelchair lift; maintain good order among students on the buses, following strict policies regarding the issuance of citations and disciplining of students; discuss student discipline problems with school administrators and parents; communicate with parents of special education students to discuss special needs and pick-up/drop-off times; transport students, faculty and parents on field trips to special events, meeting departure and arrival times as scheduled.

Use maps to determine best routes to special events.

Operate a two-way radio.

Complete periodic reports on mileage traveled, citations issued, accidents, and the number of students transported; maintain route files; complete daily check-out sheet and trip sheets.

Perform daily safety inspection of vehicles; fuel vehicles; maintain buses in a clean condition; wash buses.

Provide bus evacuation training to students and teachers. Keep records of the operation of assigned vehicles as required by the district.

Administer first aid to students, as needed.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License.
Successful completion of the Driving and First Aid Examinations for School Bus Drivers given by the California Highway Patrol.
Certificate of physical/medical examination.
Possession of a valid California School Bus Driver's Certificate.

QUALIFICATIONS

Knowledge of:

Street conditions and roads on designated driving routes.
Provisions of the California Motor Vehicle Code, the California Education Code, and the current district regulations applicable to the operation of vehicles in transporting students and faculty.
Operation of a bus.
Basic record keeping.
Basic concepts of the appropriate discipline and control of students.
Appropriate safety precautions and procedures.

Ability to:

Read and follow street maps.
Monitor and control student passenger behavior.
Enforce rules to maintain safe passenger environment.
Maintain vehicles in a clean and safe condition.
Maintain simple records.
Conduct bus evacuation training.
Read, write, and converse in English.
Operate a vehicle observing legal and defensive driving practices.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level training experience performing bus driving duties that qualify the driver under the appropriate codes.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS ASSOCIATED TASKS

Vision: (which may be corrected)

Read small print

See small objects at a distance of 25'

Use peripheral vision

Hearing: (which may be corrected)

Understand speech over a recording device

Hear sounds which warn of impending danger

Analyze sounds of equipment operation

Have tolerance to be exposed to noisy conditions

Speech:

Speak with a level of proficiency and volume to be understood over a two-way radio

Speak with a level of proficiency and volume to be understood in conditions of high noise level

Upper Body Mobility:

Use hands and fingers to feel, grasp, and bus; operate manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow

Extend arms to reach outward and upward and use lift children; hands and arms to lift objects

Turn, raise, and lower head; twist and bend at torso

Lower Body Mobility:

Walk on even surfaces

Climb stairs/ladders

Bend at waist, crawl and stoop

Stand for short periods of 30 minutes

Sit for prolonged periods of 2 hours

Strength:

To lift, push, pull and/or carry objects which weigh as much as 40 pounds on a occasional basis

Smell:

Distinguish strong odors which may warn of equipment malfunction or danger

Environmental Requirements:

Work independently

Work around others

To perform tasks such as to:

Read maps

Avoid damage to vehicle and prevent injuries

Safely operate a vehicle

To perform tasks such as to:

Communicate on two-way radio

Stop for railroad crossings and emergency vehicles

Detect mechanical problems with vehicle

Transport groups of students to school and events

To perform tasks such as to:

Communicate on two-way radio

Maintain order among students

To perform tasks such as to:

Keep records and use maps; operate school child restraints; lift children

Maintain vehicle in clean and orderly condition; safety inspect bus

Check for traffic and obstructions; pick up trash in vehicle

To perform tasks such as to:

Clean inside and outside of vehicle

Enter and exit vehicle

Enter and exit vehicle, clean and maintain vehicle; assist special needs student

Maintain vehicle in clean and orderly condition; conduct evacuation training

Transport students

To perform tasks such as to:

Maintain vehicle in clean and orderly condition; lift small children in and out of seat and on and off of school bus

To perform tasks such as to:

Detect overheating, gasoline leak, and mechanical problems

To perform tasks such as to:

Transport students

Transport students, faculty, and parents to special events

Mental Requirement:

Read and write at a level essential for successful job performance
Judgment

Learn quickly and follow written/verbal procedures and standards

Process information quickly and make quick decisions

To perform tasks such as to:

Read maps and complete simple reports;
maintain route books
Operate a vehicle safely in all types of weather and road conditions; respond to emergencies

Maintain scheduled departure and arrival times;
follow codes and emergency procedures without immediate access to superior
Avoid obstructions and collisions; respond to emerging situations such as child health; vehicle breakdowns, violence at a special event to protect safety of students