

## **STOCKTON UNIFIED SCHOOL DISTRICT**

### **SCHOOL BUS DRIVER**

#### **DEFINITION**

Transport students, including those designated as Special Needs, safely from designated bus stops and/or school/therapy sites while operating a van or bus with a capacity up to **ninety-one (91) passengers**; and perform related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receive general supervision from the Director of Transportation and/or the Transportation Operations and Vehicle Maintenance Supervisor(s). Receive technical guidance from the School Bus Driver Instructor(s)/Delegated Behind the Wheel Trainers. Receive assignments and routes from Operations Supervisors School Bus Driver Specialist(s). May provide guidance to other adults aboard bus.

#### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Transport students from designated bus stops to schools and/or activities to meet the student needs and assist with other routes when breakdowns or other unusual circumstances occur, as assigned.

May lift students, and assist students into and out of bus as needed; escort students across streets when necessary.

May operate a mechanized wheelchair and/or lift to load, unload and ensure security of students and equipment.

Adhere to all Transportation Department and District policy.

Comply with all California and Federal Rules and Regulations regarding School Bus and Commercial Drivers.

Execute legally mandated daily pre-trip inspection. Maintain and complete accurate pre-trip inspection records. Report discrepancies and initiate corrective action.

Establish and maintain behavioral order among students, encouraging proper student conduct at all times; issue and complete necessary behavior citation paper work, communicate with parents and/or administrators regarding student behavior, occasionally attend parent conferences/IEP meetings.

Inform and instruct all students regarding rules and regulations of riding the bus/van and evacuation procedure.

Communicate professionally with all district staff, co-workers, and parents. Communicate to maintenance and dispatch personnel regarding route or equipment problems; follow special instructions from dispatch personnel and Supervisors pertaining to students and their daily schedule.

Submit reports of vehicle condition, route time and mileage, student ridership, maintenance needs, time keeping, and abnormal occurrences as required. Maintain accurate route cards kept in dispatch at all times.

Maintain cleanliness of interior/exterior of bus(es) on a daily basis.

Ensure familiarity with assigned activities and/or field trips/CBI trips before transporting students utilizing the safest and most efficient route while meeting time schedules for departure and arrival.

Maintain regular and prompt attendance in the work place.

Maintain a professional appearance; wearing district identification badges at all times while on/in school district property.

Periodically participate in mandated meetings and in service programs during traditional and non traditional work days and work hours as required.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Applicable provisions of the California Vehicle Code, California Education Code, and Board Policy as they apply to transporting all students
- Defensive driving practices and procedures
- Local geography and roadways systems
- Basic first aid
- Laws and regulations governing student transportation

### **Ability to:**

- Safely operate a school bus in all types of weather
- Resolve conflict and maintain discipline among students
- Establish and maintain effective working relationships with others
- Read and interpret maps, schedules and procedural instructions
- Rapidly learn routes and operation of equipment related to duties
- Possess the physical capabilities to sufficiently perform job duties
- Utilize interpersonal skills using tact, patience and courtesy
- Perform basic first aid

### **Experience and Education:**

Any combination of training, experience, and/or education equivalent to:

- Graduation from high school
- Six (6) months of experience involving the regular operation of a school bus for special needs students is desirable.
- Experience working with special needs students is preferred.

### **License or Certificate:**

- Possession of a valid California Class B Driver License with a Passenger and “S” endorsement
- Possession of an unrestricted California School Bus Driver Certificate (with the exception of “automatic” restriction )
- Valid Medical Certificate
- Valid First Aid if applicable

### **Working Conditions:**

- Regular exposure to noise, gasses, fumes, dust and drafts, etc. when vehicle is in operation
- Regular exposure to elements such as rain, high or low temperatures

### **Physical Requirements:**

Employees in this position must possess/have the ability to:

- Sit for prolonged periods of time
- Stand and walk for short periods of time
- Occasional bending/stooping; squatting/crouching
- Occasional reaching overhead, above/below shoulders and horizontally

- Occasional pushing/pulling, lifting and maneuvering objects such as wheelchairs with students with a broad range of body weights
- Frequently bend/twist neck to adequately monitor students and traffic conditions
- Lift and/or support/drag up to 150 pounds for short periods of time
- Climb 3 feet of steps into/out of the bus
- Requires continuous use of hands, arms, feet, and legs to push/pull or activate essential controls (pedals, levers and knobs) in recurring operational motions
- Requires a range of simple grasping to firm grasping in order to seize, hold, grasp, turn or otherwise work with hands to turn the steering wheel, shift gears and/or manipulate mechanical levers and controls; as well as to position students in their car seats and/or infant seats; to fasten car/infant seat harnesses and/or belts; to secure students to their wheelchairs or car seats; and to secure the wheelchairs or car seats to the bus
- Hear with or without assistive devices sufficient to hear students, receive communications on radio and hear outside noises sirens, horns, brakes, etc. that are necessary to operate bus safely
- Speak with or without assistive devices sufficiently, professionally and politely to give instructions/commands to students, speak professionally and politely to parents and other staff
- Visual acuity with or without assistive devices sufficient to pass driving test, read signs, road hazards and to be able to operate bus safely in reduced visibility conditions

**Hazards:**

- Exposure to blood-borne pathogens and bodily fluids; exposure to students/parents being physically aggressive and non-compliant

**Salary Placement:**

Range 35

206 days work year

CSEA 885 Unit – Transportation

**NOTE: SAFETY-SENSITIVE JOB CLASS. EMPLOYEES IN THIS JOB CLASS WILL BE SUBJECT TO RANDOM SELECTION FOR ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING.**

Board of Education approval: 7/10/2012

7/13/2012 MB