

## STOCKTON UNIFIED SCHOOL DISTRICT

### SCHOOL BUS DRIVER TRAINEE

DEFINITION To train for the purpose of becoming a substitute school bus driver or bus driver.

SUPERVISION RECEIVED AND EXERCISED Receives general supervision from supervisory and management staff.

EXAMPLES OF 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 ability associated with this classification, but is intended to accurately reflect the principal job elements.*

Learns and practices procedures to drive a school bus over designated routes in accordance with time schedules, picking up and discharging students. *E*

Learns and practices procedures to escort students across streets when necessary, stopping traffic as needed. *E*

Learns and practices procedures to transport students and teachers on field trips to various locations making departure and arrival time as scheduled. *E*

Learns and practices procedures to assist in maintaining the school bus and other motor equipment in clean and safe operating condition. *E*

Learns and practices procedures to maintain good order among students on the bus following District policies regarding the disciplining of children. *E*

Learns and practices procedures to make routine safety checks, report problems or equipment malfunctions. *E*

Learns and practices procedures to maintain records of all trips. *E*

Learns and practices procedures to file accident reports when necessary. *E*

Attends scheduled safety meetings and safety programs. *E*

Reports incidents that affect the safety of pupils. *E*

Performs related duties as assigned. *E*

### QUALIFICATIONS

#### Knowledge of:

- Knowledge of safe driving practices.
- Knowledge of provisions of the California Vehicle Code and the Education Code applicable to the operation of vehicles in transporting students.
- Knowledge of first aid practices.
- Ability to comprehend complex concepts and systems related to heavy vehicle operations.

- Ability to work effectively in the absence of supervision.
- Ability to understand and follow oral and written directions.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Ability to:

- Learn to drive a school bus safely and efficiently.
- Learn and observe legal and defensive driving practices.
- Learn and follow designated routes.
- Learn to maintain a safe discipline level among passengers.
- Learn to conduct safety inspections and perform routine preventive maintenance.
- Maintain the bus in clean and proper working condition.
- Learn to comprehend and follow equipment instructions for student assistive devices such as wheelchairs.
- Assist in loading and unloading students with special needs.
- Administer first aid.
- Operate a two-way radio.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Respond appropriately to feedback, direction, and evaluation.
- Prepare and maintain routine records and reports.
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Participate in various job-related activities, professional growth training, and workshops.
- Exercise sound judgment.
- Perform basic math.
- Perform record-keeping techniques.

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. High School Diploma or GED Certificate. Formal or informal training that provides the ability to read and write at a level necessary for job performance. License or Certificate: Possession of an appropriate, valid California driver's license. Possession of an appropriate, valid Commercial "Permit". Possession of an appropriate, valid medical certificate.

License and Certificates:

- First Aid and CPR certificates must be obtained within sixty (60) days from the date of hire
- Possession of a valid California Driver's License

Salary Placement: CSEA 885 RANGE 28/A

Board approved: 10/17/23