

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
SCHOOL BUS DRIVER

BASIC FUNCTION:

Under the direction of the Supervisor-MOT, drive a school bus to transport students safely and efficiently to assigned locations on a designated route; perform regular safety inspections; provide safe and efficient transportation for District students; may be assigned custodial or grounds maintenance duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Drive a school bus along designated routes in accordance with specified time schedules, regulations and laws related to pupil transportation; pick up and discharge students in accordance with time schedules; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes, procedures and regulations.
- Conduct required daily pre-trip safety inspections of buses; inspect the interior, exterior and engine of buses to assure safe operational condition; report mechanical malfunctions or other problems as required.
- Maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with policies related to disciplining students; report unruly conduct on bus to appropriate school personnel.
- Assure safety of passengers when boarding or leaving bus at designated stops; safely cross students across streets or direct traffic as needed; communicate effectively with school staff and parents regarding student behavior as needed.
- Determine appropriate action in emergency situations according to established guidelines; administer first aid to passengers as needed.
- Maintain buses in a clean and safe operating condition; wash, sweep, mop and dust buses; refuel, service and prepare vehicle for operation.
- Transport students, faculty and parents on field trips, athletic activities or other events; meet scheduled departure and arrival times as assigned.
- Maintain records and reports of school bus safety inspections, pre-trip logs, student counts, and mileage and time sheets.
- Assist students as needed in boarding, buckling, and loading, securing and unloading students in wheelchairs as assigned by the position; operate a wheelchair lift as assigned.
- Utilize two-way radios for bus to bus and bus to base communications; notify appropriate personnel of delays, incidents or accidents according to established procedures.
- Participate in various vehicle maintenance activities including oiling and fueling buses and vehicles, repairing seats, and washing buses; report mechanical defects and malfunctions to appropriate personnel.
- Attend meetings and in-service training activities as assigned.

OTHER DUTIES:

- Perform related duties as assigned.
- May be assigned custodial or grounds maintenance duties as needed.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed below.

Licenses and other Requirements

- Valid unrestricted California Class A or B driver's license with appropriate passenger and air brake endorsements.
- Valid First Aid certificate issued by an authorized agency.

- Valid School Bus Operator's Certificate issued by the California Highway Patrol.
- Valid medical card.

Knowledge of:

- Safe and defensive driving practices.
- Proper operations of school buses.
- Applicable traffic and student transportation laws, codes and regulations.
- Basic first aid/CPR procedures.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

Ability to:

- Drive a school bus safely and efficiently.
- Conduct safety inspections and perform routine preventive maintenance.
- Learn and apply policies and procedures related to student discipline on buses.
- Perform routine custodial or grounds maintenance duties as needed.
- Maintain a safe discipline level among passengers.
- Observe legal and defensive driving practices.
- Learn and follow designated routes.
- Maintain bus in clean and proper working condition.
- Administer first aid.
- Maintain routine records.
- Understand and follow oral and written directions.
- Communicate effectively with others
- Meet schedules and time lines.

WORKING CONDITIONS:

Work Environment:

- School bus and outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil/grease and gases.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods of time while operating buses.
- Hearing and speaking to exchange information.
- Reaching, pulling and pushing to open bus doors.
- Bending at the waist, kneeling or crouching to inspect and wash buses or assist students.
- Seeing to monitor passengers and operate a vehicle.
- Lifting moderately heavy objects.
- Pushing or pulling wheelchairs.
- Dexterity of hands and fingers to operate school bus control panel.

Hazards:

- Traffic hazards.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 11/3/69, 2/9/05, 2/14/18

FLSA Status: Non Exempt