

**FORT BRAGG UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION – BUS DRIVER**

**DEFINITION** The School Bus Driver performs driving duties in District school buses in accordance with the laws and regulations of the State of California and the policies and procedures of the District. Incumbents perform appropriate duties such as shown in “Examples of Duties”

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Facilities and Transportation Manager

**EXAMPLES OF DUTIES** – May include, but are not limited to, the following:

- Drive a school bus over designated routes in accordance with specified time schedules and in accordance with the regulations and laws related to pupil transportation; transport students to and from school; transport students and teachers on athletic and educational field trips both in and out of the boundaries of the school district.
- Pick up and discharge students at established school bus stops; escort children across streets and roadways while stopping traffic as required; report incidents which affect the safety of students and the operation of the school bus.
- Maintain the school bus in a safe operating condition through prescribed daily vehicle inspections; report mechanical defects and malfunctions to appropriate personnel.
- Maintain the school bus in clean condition, including interior windows, seats, dash area and floors.
- Assist in the loading and unloading of physically and mentally disabled students as required; operate equipment, including wheelchair lifts and securement devices, seat belts, safety vests and other adaptive equipment as necessary.
- Maintain student order and discipline on school buses; discipline disruptive children according to established procedures and guidelines; cite students for behavior infractions; communicate behavior issues as required by District policy.
- Maintain current knowledge of emergency evacuation procedures and techniques.
- Attend safety meeting and in-service programs.
- Prepare, maintain and submit , in a timely manner, various records and reports related to vehicle maintenance , miles driven, number of students transported and other related matters; prepare students conduct, incident and accident reports.
- Perform, intensive annual cleaning of bus interior, including seats, seat backs, walls, windows, ceiling and floors.
- Provide basic medical care and first aid to students according to established District procedures and policies as necessary.
- Perform other duties as assigned.

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**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Safe, defensive driving techniques.
- Provisions of the California state Motor Vehicle Code and Education Code applicable to the operation of vehicles transporting students.
- First aid and emergency evacuation procedures.
- Health and safety regulations.
- Proper lifting techniques.

**Ability to:**

- Operate a school bus safely over designated routes in accordance with established time schedules, picking up and/or discharging students.
- Maintain order and discipline among students while safely driving a school bus.
- Recognize equipment malfunctions and take appropriate action to ensure the safety of students and the property of the District.
- Maintain assigned vehicle in a clean and safe operating condition.
- Use interpersonal skills using tact, patience, and courtesy.
- Learn designated bus routes including stop locations and traffic hazards.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Observe legal and defensive driving practices.
- Operate wheelchair lifts, seat belts, restraint systems, safety vests, and other adaptive equipment as required.
- Assist in loading and unloading disabled children as necessary.
- Perform First Aid care to children.
- Direct and assist in the emergency evacuation of the school bus.
- Observe health and safety regulations.
- Maintain consistent, punctual and regular attendance as scheduled to meet department needs and expectations.
- Sit for extended periods of time while driving.
- Hear and speak clearly to exchange important information.
- Reach, pull and push open bus doors in service and emergency applications.
- Bend at the waist, kneel or crouch to inspect buses in accordance with State law and District policy.
- Climb steps unassisted.
- Reach overhead, above the shoulders or horizontally.
- See to monitor passengers and safely operate a school bus.
- Lift children (some may weight more than 50 pounds) in the event of an emergency.
- Use Proper lifting methods.

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**Experience, Education and Training**

**Example:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Previous school bus driving experience desirable.

**Training:**

See examples of duties and minimum qualifications.

**Education**

Equivalent to the completion of the twelfth grade.

**Special Requirements**

- Complete knowledge of all aspects of the safe and compliant operation of a school bus in pupil transportation service in the State of California. The incumbent shall have a complete comprehension of industry standards and practices for the safe operation of heavy equipment in both rural and urban environments. The incumbent shall possess a working knowledge of basic first aid techniques and clearly understand the interpersonal techniques necessary to manage a large number of children in a confined environment.
- The incumbent shall have the ability to successfully communicate and motivate children of all ages. Full mobility function to provide lifting, bending, stretching, entering and exiting of the school bus is required. The ability to multitask in a stressful environment is required. School bus drivers must have the ability to maintain positive community relations. The incumbent shall maintain the ability to keep in force all necessary licenses and certificated required to operate a school bus in the State of California.
- At least 18 years of age
- High School Diploma or equivalent
- Class A or B California Commercial Driver License with Passenger Endorsement.
- Possession of a valid California School Bus Driver Certificate
- Valid First Aid Certificate or endorsement by the California Highway Patrol
- This position is part of the random drug testing pool in accordance with the current Federal Department of Transportation Regulations and the policy of the District.
- Prior to completion of probation, shall demonstrate proficiency in all District vehicle types
- Must be able to lift fifty pounds

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**Physical Requirements**

While driving school buses, seasonal heat and cold or adverse weather conditions will be experienced while loading and unloading children, controlling traffic and inspecting equipment. Exposure to fumes, dust, odors, petroleum products and ambient noise will occur daily. Stress from driving in difficult traffic environments, interacting with dissatisfied or abusive individuals must be dealt with in a positive manner. Exposure to blood borne pathogens may occur.

- Ability to exert 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to stoop, climb, stand for long periods of time and perform physical labor, physical mobility and stamina to participate in activities which may be strenuous.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Adopted 4/27/1989  
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