

MESA UNION SCHOOL DISTRICT

CLASS TITLE: BUS DRIVER

BASIC FUNCTION:

Under the direction of the Lead Bus Driver/Trainer, drive a school bus to transport students safely and efficiently to an assigned location on a designated route; perform regular safety inspections.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Drive a school bus along a designated route; 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 and regulations.

Maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with District policies related to disciplining students; prepare related reports as necessary.

Determine appropriate action in emergency situations according to established guidelines; administer first aid to passengers as needed.

Conduct required daily 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; prepare and maintain related records.

Maintain buses in a clean and safe operating condition; wash, sweep and clean buses; refuel, service and prepare vehicle for operation.

Transport students, faculty and parents on field trips or other events; meet scheduled departure and arrival times as assigned; prepare related logs and reports.

Utilize two-way radios for bus to bus and bus to base communications.

Attend safety meetings and programs as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe and defensive driving practices.

Proper operations of school buses.

Applicable traffic and student transportation laws, codes and regulations.

Basic first aid 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.
Learn and apply District policies and procedures related to student discipline.
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.
Conduct safety inspections and perform routine preventive maintenance.
Administer first aid.
Maintain routine records.
Understand and follow oral and written directions.
Communicate effectively with others
Meet schedules and time lines.
Operate a two-way radio.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Valid unrestricted California Class B commercial driver's license with passenger and air brake endorsements.
Valid Medical Card.
Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL DEMANDS:

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.
Climbing ladders or steps.
Reaching overhead, above the shoulders or horizontally.
Seeing to monitor passengers and operate a vehicle.
Lifting moderately heavy children or objects.

HAZARDS:

Traffic hazards.

Driving a vehicle during adverse weather conditions.

Working at heights while inspecting and cleaning the buses.

Fumes from chemical cleansers and bus operation.

Working around moving objects or vehicles.