

JOB DESCRIPTION
Grossmont Union High School District

BUS DRIVER

Purpose Statement:

The job of Bus Driver is done for the purpose/s of transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle operation is in a safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

This job reports to Director, Transportation

Essential Functions

- Administers first aid for minor injuries for the purpose of providing emergency or necessary care in accordance with district, state and federal requirements.
- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation.
- Assists students and other passengers (e.g. seating, restraints, special equipment, lifts, etc.) for the purpose of providing safe loading and unloading from buses including both emergency situations (including bus evacuations) and normal transport.
- Attends meetings, trainings, etc. for the purpose of maintaining skills and meeting requirements of school bus driver certificate.
- Communicates with parents, students, teachers, administrators, etc. for the purpose of conveying and/or receiving information.
- Drives school bus for the purpose of transporting regular education and/or special education students over scheduled routes and to/from school and/or field trips in a safe and timely manner.
- Escorts children for the purpose of ensuring the safety and welfare of students.
- Fuels assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.
- Inspects assigned vehicles, both interior and exterior (e.g. cleaning floors/windows/mirrors/seats, etc.) for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Monitors students, parents and/or teachers during transit for the purpose of maintaining order and ensuring the safety of passengers.
- Performs first aid as necessary for the purpose of meeting the immediate health care needs of passengers.
- Performs pre-trip and post-trip inspections (e.g. brake systems, gauges, emergency exits, fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and meeting state requirements.
- Prepares documentation (e.g. daily mileage and condition reports, incident/accident reports, inspections, disciplinary and positive behavior reports, mileage, etc.) for the purpose of providing written support and/or conveying information.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; and operating school buses and related equipment.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws; routes; first aid; two way radio communication; utilizing wheelchairs, tie downs, child safety seats, lifts, etc.; and safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: being attentive to detail; exercising good judgment; working without close supervision; communicating with diverse groups; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; and multitasking.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Alcohol and Drug Test
Pre-placement Medical Exam

Certificates & Licenses

Valid California Commercial Class A or B Driver's License with passenger, air brakes, and school bus endorsements
Medical Certificate
School Bus Certificate
First Aid/CPR Certification

Continuing Educ. / Training

Maintain Certification

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

6/15/2006

Salary Grade

Unit I 41