

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: SCHOOL BUS DRIVER

BASIC FUNCTION:

Under the direction of Director Maintenance, Operations and Transportation or the Supervisor, Transportation and Maintenance, operates a school bus transporting students to and from home and school on a prescribed route; makes daily maintenance and safety checks of vehicles and does related work as required.

REPRESENTATIVE DUTIES:

Assesses potential emergency situations for the purpose of taking appropriate action to protect the well being of passengers.

Assists students and other passengers for the purposes of providing safe ingress and egress from buses including both emergency situations and normal transport.

Cleans assigned vehicles, both interior/exterior for the purpose of maintaining appearance, and safety of the vehicle.

Directs students regarding safety for the purpose of enforcing rules, regulations, laws and safety.

Drives school buses and or vans for the purpose of transporting students over scheduled routes and/or special excursions.

Fuels assigned vehicles for the purpose of maintaining vehicles in a safe operating condition.

Informs school personnel of practices and incidents (e.g. rules, regulations, laws, procedures) for the purpose of providing information for follow up action and/or proper procedures.

Inspects assigned vehicles (i.e. brake system, oil levels, coolant, tire pressure, exterior conditions), as required by the vehicle code.

Prepares documentation for the purpose of providing written support and conveying information.

Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Performs other duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe driving methods and techniques.

Basic knowledge of various mechanical characteristics of buses.

ABILITY TO:

Operate school buses and vans in a safe manner.
Communicate effectively.
Administer first aid.
Maintain effective working relationships with bus drivers, staff, and the public.
Exercise sound judgment.
Understand and carry out oral and written instructions.
Work independently.
Make common sense decisions in potentially critical situations.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent. Job related experience.

LICENSES AND OTHER REQUIREMENTS:

Must be at least 18 years old.
Valid Class A or B Driver* License and evidence of insurability (DMV H-6).
School Bus Driver's Certificate.
Criminal Justice Fingerprint Clearance.
Drug Testing Clearance.
First Aid Certificate or California Highway Patrol exemption.

WORKING CONDITIONS:

ENVIRONMENT:

Bus environment.
Driving a vehicle to conduct work.
Noise from children on bus.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate school bus and maintenance tools and equipment.
Hearing and speaking to exchange information.
Seeing to inspect the school bus.
Bending at the waist, kneeling or crouching to inspect the bus.
Reaching overhead, above the shoulders and horizontally.
Lifting moderately heavy objects as required.

HAZARDS:

Driving a vehicle during adverse weather conditions.
Traffic hazards.