

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Relief Bus Driver

Classification: Classified

Department/Site: Transportation

Schedule: Classified

Reports to: Director of Transportation

Salary Range: 23

FLSA: Non - exempt

PURPOSE STATEMENT

The job of Relief Bus Driver was established for the purpose of providing support for the educational process with responsibilities specific to transporting students primarily over scheduled routes for home to school transportation, ensuring vehicle is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses. *The primary difference between this position and the Bus Driver classification is that the Relief Bus Driver does not have a regularly assigned route.*

ESSENTIAL FUNCTIONS

- Advises students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.
- Attends unit meetings, in-service training and workshops for the purpose of gathering information required to perform job functions.
- Cleans assigned vehicles, both interior and exterior for ensuring safety, appearance, and sanitation of vehicle.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Drives school buses for the purpose of transporting passengers primarily over scheduled routes to and from in a safe and timely manner.
- Monitors students and other passengers during transit for ensuring the safe transportation of all passengers.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, fuel, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares reports (e.g. field trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Responds to inquiries from students, parents, and/or staff for providing the necessary information regarding transportation services.

OTHER FUNCTIONS

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit. The Relief Bus Driver will be excluded from all trip rotation lists.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic math, including calculations using fractions, percents, and/or ratios; job conditions
- Write documents following prescribed formats, and/or present information to others
- Emergency evacuation techniques
- Area streets and locations
- Basic vehicle maintenance
- Health standards and hazards
- Pertinent codes, policies, regulations and/or laws
- Safe driving practices and procedures
- Two way radio communication
- Utilization of wheelchairs, tie downs, child safety seats, lifts etc. (by assignment)

Skills and Abilities to:

- Adhere to safety practices
- Administer first aid
- Analyze situations to define issues and draw conclusions
- Apply pertinent codes, policies, regulations and/or laws
- Operate district vehicles, fire extinguisher, two-way radio and standard office equipment
- Prepare and maintain accurate records
- Schedule activities, meetings, and/or events, gather and/or collate data; and use job-related equipment
- Flexibility is required to work with others in a wide variety of circumstances
- Work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods
- Work with a diversity of individuals and/or groups
- Work with similar types of data; and utilize job-related equipment
- Problem solve to identify issues and create action plans
- Problem solve with data requires independent interpretation of guidelines; and problem solve with equipment is moderate
- Be attentive to detail
- Communicate with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships
- Exercise sound judgment
- Maintain an understanding of the special needs of students and their parents
- Maintaining confidentiality
- Work with constant distractions

RESPONSIBILITY

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally clean and healthy environment. Relief Bus Drivers are exposed to fumes, chemicals, outdoor conditions, and vibration.

MINIMUM QUALIFICATIONS

Experience:

Completion of a school bus driver training course as required by law.

Education:

High School diploma or equivalent.

Required Testing:

- Pre-employment Proficiency Test
- Pre-employment Physical Exam

Continuing Education/Training

- Maintain as needed

Certificates/Licenses

- Valid California School Bus Driver Certificate
- Valid California Commercial Driver's License with P and S Endorsements
- Medical Examiner's Certificate
- First Aid Certificate or passage of California Highway Patrol (CHP) First Aid Test

Clearances

- FBI/ DOJ Background Clearance
- TB Clearance
- Commercial Medical Examination Card
- Physical Demands (F)