

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** Bus Driver  
**Department/Site:** Transportation  
**Reports to:** Director of Transportation

**Classification:** Classified  
**Schedule:** Classified  
**Salary Range:** 23  
**FLSA:** Non - exempt

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### PURPOSE STATEMENT

The job of Bus Driver was established for the purpose/s of providing support for the educational process with specific responsibilities for transporting students over scheduled regular and/or special needs bus routes and/or to/from special excursions; ensuring vehicle is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

### 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 the purpose of ensuring safety, appearance, and sanitation of vehicles.
- 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 the purpose of 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 the purpose of providing the necessary information regarding transportation services.

### OTHER FUNCTIONS

- Performs other related duties as assigned for the purpose of 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
- 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 limited 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; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and

significant fine finger dexterity. Generally the job requires 85% sitting, 10% walking, and 5% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

### **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 Drivers License with P and S endorsements
- First Aid Certificate or passage of California Highway Patrol (CHP) First Aid Test
- Medical Examiner's Certificate

#### **Clearances**

- FBI/ DOJ Background Clearance
- TB Clearance
- Physical Demands (F)