

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: *Bus Driver*
WORK YEAR: *182-Day*

JOB DESCRIPTION: Under the general supervision of the Transportation Supervisor, to operate a school bus over designated bus routes in transporting students safely and efficiently and to perform related work as required.

ESSENTIAL JOB TASKS:

1. Transport students to and from designated bus areas to school sites in accordance with established schedule (bus stops may be added or deleted by supervisor as required).
2. Assist in planning, organizing, and recording the most efficient route.
3. Perform safety inspections of bus daily.
4. Maintain records of driving activities and safety inspections as required.
5. Maintain order among the student passengers.
6. Refer disciplinary problems to the proper authorities through the citation process.
7. Assist in informing and instructing students regarding rules and regulations of riding the school vehicle and evacuation procedures.
8. Supervise students while loading, unloading, and escort students across streets when necessary.
9. Clean the inside of the vehicle and generally maintain the vehicle in a clean and proper operating condition.
10. Report needed repairs and maintenance to the supervisors.
11. Wash vehicles on a regular basis.

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KNOWLEDGE/SKILLS/ABILITIES:

- 1. Knowledge of:**
 - * Save driving practices and procedures.
 - * Effective driving procedures to insure low maintenance costs.
 - * California Motor Vehicle Code, California Code of Regulations Title 13, Title V, the Education Code requirements pertaining to pupil transportation in addition to district requirements.
 - * School district and Calaveras County streets, etc.
 - * Mechanical functions of instruments, electrical, air, hydraulics, gas and other systems, apparatus, etc., required to make the bus mobile.
 - * CPR/First Aid Certification. Training provided as needed.

- 2. Ability to:**
 - * Understand and carry out oral and written directions.
 - * Communicate effectively with others.
 - * Accurately complete records.
 - * Make decisions and act quickly in potentially hazardous situations.
 - * Learn the basic operating mechanics of the vehicle in order to detect mechanical problems.
 - * Maintain cooperative relationships with those contacted in the course of work.
 - * Maintain order and discipline among the students.
 - * Pass examinations as required.
 - * Administer basic first aid.
 - * Pass a physical for the position.

- 3.** A High School diploma or equivalent.

- 4.** Six (6) months of experience as a bus driver, or one year of truck driving experience.

- 5.** Possession of a valid California Driver's License.

- 6.** A California School Special Driver's Certificate and Medical Examiner's Certificate is required.

SALARY: **Placement on the CSEA Salary Schedule, Range G**

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: December 14, 2010