

Antelope Valley Schools Transportation Agency

TITLE: Bus driver

PRIMARY PURPOSE:

Positions within this class are characterized by having as their primary assignment the transportation of students and passengers between assigned stops and schools according to specified routes and time schedules. This class also includes Special Needs School Bus Driver. The School Bus Driver classification is under the supervision of the Operations Manager.

DESIRABLE QUALIFICATIONS:

1. Two years experience driving any motor vehicle.
2. Successfully complete school bus training and certification as required by California Administration Code, Title 13.
3. High School diploma or equivalent preferred.
4. Knowledge of traffic laws and provisions of the California Motor Vehicle Code, Education Code, and California Administration Code, Title 13 applicable to the operation of school buses
5. Knowledge of safe driving practices and proper procedures in case of accident, breakdown or other emergency. and
6. Ability to make decisions that would be in the best interest of students and their safety.
7. Proficiency in operating a Type I or Type II school bus safely under varied and complex traffic conditions.
8. Personality and character traits suited to have supervision, care of children passengers aboard the bus and the maintenance of discipline in route.
9. Ability to understand and carry out both written and oral directions.
10. Ability to relate and communicate effectively with parents, students and school personnel; to tolerate highly stressful situations; to quickly learn area street and routes to drive in a safe and cost effective way; to pass physical examination by qualified physician. Must be able to be insured and continue to be insurable by the Agency's liability insurance carrier.

MINIMUM QUALIFICATIONS:

1. Applicants must have held a valid driver's license for the past two consecutive years, to date, with no chargeable accidents within that time.
2. Any moving traffic citation during the past ten years will be evaluated and may be considered disqualifying.
3. Applicants may be required to possess a valid unrestricted California Driver's License and an unrestricted California Type I School Bus Driver Certificate.
4. Must meet minimum physical requirements as prescribed by the California Department of Motor Vehicles.

A typical way of obtaining the knowledge, skills and abilities outlined above is successful completion of a school bus driving training program recognized by the California Highway Patrol.

SPECIAL WORKING CONDITIONS:

Work requires climbing, sitting, stooping, and crouching, reaching, pushing, pulling, grasping, and repetitive motions, frequent walking, and lifting up to approximately 30 pounds, occasionally lifting of equipment up to 40 pounds, and rarely up to 50 pounds. Repeated walking up and down steps of a bus. Vocal communication is required for expressing or exchanging ideas by means of spoken word, and conveying detailed or important instructions to others. Hearing is required to perceive information at normal spoken words levels; visual acuity is required for visual inspection involving small defects and/or

small parts, operation of motor vehicles or equipment, and observing general surrounding and activities; the employee is subject to outside environmental conditions.

REPORTS TO: Operations Manager

SUPERVISES: None

TERMS OF EMPLOYMENT: 10 month

WAGE/HOUR STATUS: H-1

MAJOR DUTIES AND RESPONSIBILITIES:

The list below is intended only as illustrations of the various types of work that may be performed. The omission of specific statement of function does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Operates a Type I or Type II school bus in accordance with a time schedule and at a safe speed not to exceed 55 miles per hours or the minimum speed allowable.
2. Transports pupils, teachers, and staff as needed.
3. Performs daily pre and post-trip safety inspection and reports maintenance needs.
4. Assist the children in safety getting on and off the bus and across highways and streets as required.
5. Provides bus evacuation and safety instruction to pupils and school staff.
6. Operates school bus warning devices while stopped to warn approaching traffic to stop.
7. Maintains discipline on buses.
8. Discharges passengers and assists in the safe loading and unloading of equipment.
9. Prepares and submits daily reports of mileage, time, student ridership.
10. Adheres to provision of Motor Vehicle Code, and Pupil Transportation Regulations.
11. Operates two-way radio.
12. Keeps assigned bus clean and fueled.
13. Performs other related duties

ADDITIONAL ESSENTIAL FUNCTIONS FOR SPECIAL NEEDS SCHOOL BUS DRIVERS

1. Operates a Type I or Type II school bus.
2. Transports physically and/or mentally handicapped children to and from schools.
3. Assist special needs children in and out of buses.
4. Adequately secures students using assigned devices.
5. May operate a mechanized wheelchair lift and wheelchair restraints in accordance C.A.C. Title 13.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Chief Executive Officer may assign additional duties when deemed appropriate.

EVALUATION:

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

Adopted: 5-22-1981
Revised: 7-23-1987
Revised: 8-18-2004

Revised 09/2014