

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	School Bus Driver I	FLSA:	Non-Exempt
Department:	Transportation	Salary Grade:	09
Reports to/Evaluated by:	Manager, Transportation	Salary Schedule:	Operations

SUMMARY

Under the supervision of the Transportation Manager, School Bus Driver I is an apprentice driver who drives a school bus over designated routes for the purpose of transporting students to and from school and on special trips.

NATURE AND SCOPE

Work is performed under the supervision of the Supervisor of Transportation. This position requires the performance of manual and routine tasks, which are governed by well-established or well-known procedures and regulations. Will exercise independent judgment when applying specific instructions and established methods to well-defined situations, particularly in human relations challenges where there is a requirement to exercise tact, patience and firmness to maintain order and safety of students both on the bus and at bus stops, and to interact with parents and the public. May or may not be required to transport students with special learning needs, physical and/or mental challenges. A School Bus Driver I is an apprentice driver for Clovis Unified School District and is in a learning phase of their career, a School Bus Driver I is eligible for local trip assignments only. A School Bus Driver I has immediate access to assistance from Supervisor or other qualified staff through two-way radio for emergency or unusual situations.

DISTINGUISHING CHARACTERISTICS

Flexible, willing to work split shifts, varying schedules, early morning shifts. Friendly, willing to greet students each morning with a smile and a pleasant attitude to make them feel comfortable and prepare them to learn when they get to the classroom. Honest and trustworthy, willing to build positive relationships between our student, parents, and staff members. Dependable, willing to be on the job every day possible creating a consistent, safe, and reliable means of transportation for all students.

CAREER ADVANCEMENT

School Bus Driver I is the first level in the Bus Driver career ladder. Advancement from School Bus Driver I would be to School Bus Driver II. Advancement requires two years satisfactory employee evaluations and two years school bus driving experience with Clovis Unified School District, license upgrades to a type 1 transit bus with air brake endorsement, additional training in transportation related programs.

ESSENTIAL TYPES OF DUTIES (Examples)

- Drives a school bus daily over designated routes in accordance with time schedules, picking up and discharging students.
- Escorts students across streets and roadways when necessary, stopping traffic as needed.
- Transports students and teachers on in town trips to various locations making departure and arrival time as schedules.
- Inspects bus prior to operation for safety purposes. Cleans windshields and headlights. Cleans interior and exterior of buses as needed. Including, but not limited to, picking up debris, sweeping and mopping floor, and wiping and cleaning upholstery. Services bus with fuel and oil.
- Maintains appropriate behavior among students on buses and while the bus is parked at bus stops. Follows District policies regarding the student control and contact with parents and the public.
- Reports problems or equipment malfunctions. Reports incidents, which affect the safety of student.
- Performs first aid or emergency assistance. Maintains records of all trips. Files accident reports.
- Operates wheelchair ramp and lift. Safely and properly secures wheelchairs inside bus.
- Attends scheduled safety meetings and safety programs.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge and understanding of safe bus driving practices. Requires a thorough understanding of bus operation and safety sufficient to recognize problems and take appropriate action. Must have a thorough understanding of State laws, rules and regulations and Education Code sections pertaining to school bus operations and pupil transportation. Must know and understand how to apply first aid practices. Requires good communication skills.

Abilities: Requires the ability to perform all of the duties of the position with minimal supervision. Must be able to drive a school bus safely and efficiently while keeping to well established schedules. Requires the ability to maintain order among students, both while driving and at bus stops. Must be able to recognize malfunctions in equipment and take appropriate action. Requires the ability to maintain the assigned vehicle in clean and safe operating condition. Must administer first aid to ill or injured students. Must learn designated bus route, including stops and traffic hazards. Must be able to perform routine, repetitive tasks on a continuous basis and to sit for prolonged periods of time. Requires the ability to maintain required records. Requires the ability to communicate effectively with peers, students, parents and members of the general public. Requires arm-hand and leg-foot dexterity to drive bus. Requires visual acuity including depth perception. Requires the ability to sit for extended periods of time. Requires hearing sufficient to be aware of traffic and road distractions/conditions and listen to children.

Education and/or Experience: Ability to read and write sufficiently to perform all of the duties of the position including understanding applicable laws, regulations and codes required. Successful completion

of 20 hours of classroom instruction related to skills and safety requirements for driving a school bus and successful completion of 20 hours of instruction behind the wheel of a school bus required.

Licenses and Certificates: Requires: valid California Class “B” Driver’s License with “P” endorsement and “S” endorsement and air brake endorsement; valid California Special School Bus Driver Certificate; valid American Red Cross First Aid Certificate; obtain and maintain a valid D.O.T bus driver’s Medical Certificate.