

# SYLVAN UNION SCHOOL JOB DESCRIPTION

DRAFT

Non-Exempt

**JOB CLASSIFICATION TITLE:**

**Bus Driver**

**Description of Position** Under general supervision of the Supervisor of Transportation, operates a school bus and is responsible for the safe transport of students on an assigned route and for all field trips, special events and trips; performs and completes required safety and compliance requirements.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

Essential functions and responsibilities may include, but are not limited to:

1. Operates school bus in a safe and careful manner, overseeing the safety of students and riders including when loading and unloading the vehicle.
2. Records and logs information regarding transportation; maintains necessary paperwork (including but not limited to route cards, inspection sheets, student count logs etc.).
3. Adheres to assigned schedules.
4. Performs routine State and District-required bus safety check outs. Reports needed repairs to Supervisor of Transportation or his/her designee.
5. Reports all traffic violations regarding bus regulations to the Supervisor of Transportation and proper authorities.
6. Maintains order and enforces rules for all riders on the bus; completes and submits accident and discipline reports.
7. Establishes and maintains a safe and orderly atmosphere on the bus and clearly articulates to students expectations for proper and positive behavior.
8. Communicates professionally with parents, guardians and other stakeholders.
9. Exercises responsible leadership to students as well as staff.
10. Maintains bus in clean condition (interior and exterior).
11. Performs minor maintenance service and repairs, as required.
12. Wears SUSD uniform during assigned work hours demonstrating professional and appropriate dress.

## **MINIMUM QUALIFICATIONS:**

Possession of valid California Driver's License, Class B, Bus Driver's Certificate and current Medical Examiner's Certificate as well as valid California Special Driver's Certificate (CHP 82.7). Fingerprint clearance, as mandated by state law.

High school diploma or equivalent.

## **DESIRABLE QUALIFICATIONS:**

- Knowledge of (as stated in 82.7) including but not limited to laws, rules and regulations regarding operation of a school bus, safety and maintenance requirements; vehicle components, safe driving skills and practices and student discipline techniques.
- Ability to drive safely and efficiently, while maintaining discipline and behavior of students.
- Maintain order and self-control; maintain required records; communicate effectively and maintain cooperative relationships with a wide variety of personalities contacted in the course of work and duties; understand, implement, give and follow oral and written directions with minimal guidance.
- Ability to work independently as well as part of a team.
- Experience driving a school bus or equivalent vehicle, desirable.

## **PHYSICAL REQUIREMENTS:**

*The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions:*

1. Ability to lift, carry, push, or pull objects which may exceed 50 pounds.
2. Ability to sit, stand, walk, bend, stretch, kneel, stoop, twist, climb and balance without restriction for extended periods of time.
3. Visual acuity sufficient to read, write and work with printed information as well as information on a computer screen and bus dashboard and read-outs.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception (to accurately judge distance and correctly perceive objects and/or people moving toward or away from the employee) and the ability to adjust focus.
5. Auditory acuity sufficient to effectively understand information from others in person and/or over the telephone, microphone, 2-way radio or other devices.
6. Ability to speak clearly with the ability to be heard and understood on the telephone, microphone, two-way radio and other devices and in work site conversations.
7. Sufficient dexterity to manipulate small objects and print and write legibly and use hands to finger, handle, feel objects, tools or controls.
8. Sufficient physical ability to reach horizontally and vertically with arms.

### **PERSONAL QUALITIES:**

1. Appearance, interpersonal and communication skills which establish a professional role model and example.
2. Ability to meet district standards for physical and mental health.
3. Ability to speak, understand, and write English clearly and accurately.
4. Ability to communicate effectively with parents, staff and other stakeholders in a sensitive and effective manner.
5. Demonstrate good judgment, tact, patience, and confidentiality.
6. Ability to work cooperatively and professionally with all stakeholders.
7. Ability to work collaboratively, think creatively, critically and problem-solve independently.

### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee is regularly exposed to vibration; frequently work in outside weather conditions and can be exposed to fumes and airborne particles. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and extreme heat and cold. The noise level in the work environment is usually loud.

**WORK YEAR:** Classified Calendar #7

**SALARY RANGE:** Classified Salary Schedule Range Q17

CSEA Approval: Pending

Board Approval: Pending