

Sweetwater Union High School District

BUS DRIVER

Purpose Statement

The job of Bus Driver is done for the purpose/s of transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle operation is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

Essential Functions

- Drives school bus/s for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Supervises students and other passengers during transit for the purpose of maintaining safety and following district policy.
- Advises students and other passengers of appropriate behavior for the purpose of reinforcing regulations and maintaining passenger safety.
- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving and/or recommending a resolution to the situation.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Assists students and other passengers for the purpose of providing safe loading and unloading from buses including both emergency situations and normal transport.
- Assists handicapped students to board, sit and leave the bus safely (e.g. securing wheelchairs, securing adaptive and assistive devices, etc.) for the purpose of ensuring the safety and security of passengers.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
- Informs other school personnel, parents, etc. of events and/or practices (e.g. scheduled stops, established routes, route conditions, etc.) for the purpose of advising them of issues that may require action.
- Maintains essential fluids in assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of ensuring the vehicle in a safe operating condition.
- Cleans assigned vehicles, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Prepares documents and reports (e.g. field trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of providing written support and/or conveying information.
- Responds to inquiries (e.g. students, parents, other school personnel, etc.) for the purpose of providing information and/or direction.

Other Functions

- Attends meetings, trainings, etc. for the purpose of maintaining skills and meeting the certificate requirement/s of a school bus driver.
- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and administering first aid.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Education/Experience

Any combination equivalent to High School diploma or equivalent and job related experience with increasing levels of responsibility.

Required Testing

Alcohol and Drug Test; and
Pre-employment Proficiency Test

Certificates

Valid Driver's License With Passenger Endorsement
(Brake Endorsement optional)
School Bus Driver's Certificate (First Aid as required)
Valid Medical Card

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224