

## **Goleta Union School District 12-month Bus Driver**

### ***Basic Function***

Under the direction of the assigned supervisor(s), operate a school bus to transport students safely and efficiently to and from school on a designated route; drive students, faculty, staff, and parents to and from field trips and other activities; conduct daily safety inspections; supervise and monitor student behavior, e.g., on busses, at bus stops, at school gates, in parking lot, and on playground; perform a variety of routine clerical duties in support of assigned students.

### ***Representative Duties***

Drive a school bus along a designated route, picking up and discharging students in accordance with time schedules. E

Maintain order and discipline among students, e.g., on busses, at bus stops, at school gates, in parking lot, and on playground, in accordance with District policies related to disciplining students. E

Conduct daily safety inspection of bus, inspecting the interior, exterior and engine of vehicle; report mechanical defects or malfunctions to appropriate personnel. E

Prepare related records including daily bus reports, check-out sheets, odometer reading sheets, and records related to payroll; update route sheets. E

Maintain bus in clean and safe operating condition; empty trash, refuel, sweep, clean windows and interior of vehicles. E

Transport students, staff and parents on field trips, therapy or to athletic events, meeting scheduled departure and arrival times as assigned. E

Communicate effectively with parents, teachers, administrators and the general public about transportation schedules. E

Administer first aid to students and other passengers, as needed. E

Assist students with disabilities while boarding, riding or leaving the bus; assist students in wheelchairs by pushing chairs onto ramp, operating lift and securing wheelchairs; determine appropriate action in potential or real medical emergency or crisis situations according to established guidelines, e.g., at bus stops, at school gates, in parking lot, and on playground. E

Observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations. E

Attend safety meetings and other training sessions, as required. E

Instruct children in various aspects of passenger and pedestrian safety, e.g., at bus stops, at

school gates, in parking lot, and on playground. E

Perform related duties as assigned.

### ***Knowledge and Abilities***

#### *Knowledge of:*

Safe and defensive driving practices.

Proper operation of school buses of various sizes.

Applicable traffic and student transportation laws, codes and regulations including the California Motor Vehicle Code and Title 13.

General needs and behavior of students;

Methods and techniques of maintaining control of student behavior.

First Aid procedures and universal precautions for dealing with bloodborne pathogens.

Basic record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

#### *Ability to:*

Drive school buses of various sizes safely and efficiently.

Conduct safety inspections and perform routine preventive maintenance.

Maintain safe discipline level among students and passengers.

Learn and apply District policies and procedures related to student discipline.

Observe legal and defensive driving practices.

Learn and follow designated routes and time schedules.

Read and interpret maps.

Maintain bus in clean and proper working condition.

Administer first aid to ill or injured children.

Maintain routine records.

Understand and follow oral and written directions.

Communicate effectively with others.

Be sensitive to the needs of all students including handicapped students.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school and one year of experience transporting school children or completion of a school bus driver training program.

### ***Licenses and Other Requirements***

Valid California Class B Driver License with air brake and passenger endorsements.

Valid School Bus Driver Certificate issued by the California Department of Motor Vehicles.

Incumbents must be insurable by the District's liability insurance carrier.

Valid First Aid Certificate issued by an authorized agency. Subject to random drug and alcohol testing.

### ***Working Conditions***

#### *Environment*

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Seasonal heat and cold and adverse weather conditions.

Fumes and odors from bus operation.

*Physical Demands*

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching to inspect vehicles.

Pushing for extended periods or pulling wheelchairs.

Lifting moderately heavy children.

Climbing to inspect engines.

Sitting for extended periods of time.

Standing and walking to supervise students.

Shifting gears.

*Hazards*

Contact with challenging behavior that may include hitting (open/closed hand), punching, kicking, scratching, yelling, biting, and eloping