

JOB DESCRIPTION
Pleasanton Unified School District

SCHOOL BUS DRIVER

Purpose Statement:

The job of School 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

- Advises students and other passengers of behavior requirements for the purpose of enforcing rules and regulations and maintaining safety.
- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving and/or recommending a resolution to the situation.
- Assists students and other passengers for the purpose of providing safe loading and unloading from buses including both emergency situations (including bus evacuations) and normal transport.
- Attends meetings, trainings, etc. for the purpose of maintaining skills and meeting requirements of school bus driver certificate.
- Drives school bus for the purpose of transporting passengers over scheduled routes, door to door, and to/from school and/or field trips in a safe and timely manner.
- Fuels assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.
- Inspects assigned vehicles (e.g. pre-trip check list, brake system, oil levels, coolant levels, tire pressure, etc.) for the purpose of ensuring the vehicle is in a safe operating condition and meeting state requirements.
- Maintains assigned vehicles, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Prepares documentation (e.g. field trips, incident reports, inspections, mileage, student counts, maps and routing information, etc.) for the purpose of providing written support and/or conveying information.
- Responds to inquiries for the purpose of providing information and/or direction.
- Supervises students during transit for the purpose of maintaining safety and following district policy.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, 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: operating school buses; administering first aid; and preparing and maintaining accurate records.

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: safe driving practices; health standards and hazards; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is a continual 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.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

Alcohol and Drug Test
Pre-employment Proficiency Test

Certificates & Licenses

Bus Driver's Certificate with Commercial Passenger
Endorsement
First Aid/CPR

Continuing Educ. / Training

Maintain Certifications

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 16