

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

BUS DRIVER

Definition

Under direction, to safely drive a school bus or transportation vehicle over an assigned route in the transportation of students, including to and from school, field trips, athletic activities and other special trips; to apply safe driving principles in vehicle operation; to maintain buses in a clean and safe condition; and to do related work as required.

Responsible to

Scheduler/Dispatcher

Examples of Duties

1. Drives a school bus or transportation vehicle over an assigned route in accordance with a time schedule.
2. Boards and discharges student passengers.
3. Transports students, staff and chaperones on field trips, athletic activities and other special trips.
4. Enforces District Policies and procedures related to transportation and maintains discipline on buses.
5. Prepares student discipline citations, as needed.
6. Prepares daily reports of mileage, time and student loads.
7. Maintains bus cleanliness on a daily basis, including washing, as needed.
8. Performs minor bus maintenance checks and reports maintenance needs.
9. Renders First Aid or emergency assistance, as needed.
10. May transport other materials in District vehicles.
11. Services buses with gas and oil and checks tires, battery, and belts.
12. Maintains good order among students on the buses, following District Policies regarding the discipline of children and contact with parents and other citizens.

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13. Instructs students and others on proper bus behavior and emergency procedures.

14. During times when buses are not in use, positions in this class may be assigned to general maintenance and cleanup activities in the transportation department.

15. Insures compliance with applicable provisions of State Motor Vehicle Code and Education Code as related to bus driving and transporting of students.

16. Performs other duties as may be assigned.

Qualifications Guide

Knowledge of:

1. Safe driving practices.
2. Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in transporting school children.
3. First aid practices and procedures.
4. Geography of the school District and other districts served.

Ability to:

1. Operate a school bus, exercising good judgement and extreme caution.
2. Drive a school bus safely over a variety of normal and hazardous road conditions.
3. Maintain order among students on a bus.
4. Learn a designated bus route, bus stops and District traffic hazards.
5. Make route reports.
6. Keep simple records.
7. Understand and carry out oral and written instructions.
8. Establish and maintain effective working relationships with students, the public and staff members.

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9. Maintain cooperative-working relationships with those contacted in the course of work.

Training and Experience

A work history demonstrating dependability and reliability; good driving record; equivalent to the completion of the twelfth grade; or any combination of training and experience that could likely provide the desired knowledge and abilities.

Licenses

Possession of a valid California Driver's License, Class B, a California School Bus Driver's Certificate, accompanied by a current medical certificate; and the ability to qualify for District vehicle insurance coverage.

Job Description Adopted: April, 1981
Job Description Revised: July 16, 1990

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