

**North Monterey County Unified School District**  
**CLASSIFIED POSITION DESCRIPTION**

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Position Title:	<b>SCHOOL BUS DRIVER</b>
Job Family:	Transportation
Reports to:	Director of Transportation
Salary Level:	Range 25
Calendar:	Classified School Year

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**SUMMARY:**

Under the direction of the Director of Transportation, drive a school bus to transport students safely and efficiently to an assigned location on a designated route; perform mechanical checks, regular safety inspections and general maintenance duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Operate a school bus in a safe and skillful manner along designated routes and established schedules to and from school as well as other school activities; pick up and discharge students in accordance with time schedules; observe legal and defensive driving practices; ensure compliance with applicable traffic and student transportation laws, codes and regulations.
- Maintain assigned bus in a clean and safe operating condition; wash, sweep and clean buses; refuel, service and prepare vehicle for operation.
- Conduct required daily safety inspections and maintenance checks of buses to ensure assigned bus condition is safe and suitable for operation; inspect the interior, exterior and engine of buses to ensure safe operational condition; report mechanical malfunctions or other problems as required; prepare and maintain related records.
- Ensure order and discipline among passengers on the bus and while waiting at bus stops in accordance with policies related to disciplining students; specify and make aware to students the rules and their responsibilities as passengers; observe, document and report any behavioral or disciplinary problems; prepare related reports as necessary.
- Determine appropriate action in emergency situations per established guidelines; administer first aid to passengers as needed.
- Transport students, faculty and parents on field trips or other events; meet scheduled departure and arrival times as assigned; prepare related logs and reports.
- Utilize two-way radios and other communication devices for bus to bus and bus to base relay and communications.
- Perform general maintenance of school yard property, including pulling weeds, raking leaves, watering plants and shrubs, planting flowers and trees, and tending to general maintenance of District transportation sites.
- Attend safety meetings and programs as assigned.

**Other Duties:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Any combination equivalent to: graduation from high school, or attainment of GED.

**Licenses and other Requirements**

- Valid California Class A or B driver's license with appropriate passenger and air brake endorsements with proof of insurance.

- Valid First Aid Certificate or endorsement from California Highway Patrol.
- Valid School Bus Certificate issued by the California Highway Patrol.

**Knowledge of:**

- Safe and compliant operation of a school bus in pupil transportation services in the State of California.
- Industry standards and practices for the safe operation of heavy equipment in both rural and urban environments.
- Safe and defensive driving practices.
- Proper operations of school buses.
- Applicable traffic and student transportation laws, codes and regulations.
- Basic first aid procedures.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy and techniques necessary to manage a large number of children in a confined environment.
- Health and safety regulations.
- Oral and written communication skills.

**Ability to:**

- Drive a school bus safely and efficiently.
- Lift 50 pounds
- Conduct safety inspections.
- Learn and apply policies and procedures related to student communication, motivation and discipline on buses.
- Multi-task in stressful environments.
- Maintain positive community relations.
- Maintain a safe discipline level among passengers.
- Observe legal and defensive driving practices.
- Learn and follow designated routes.
- Maintain bus in clean and proper working condition.
- Administer first aid.
- Maintain routine records.
- Understand and follow oral and written directions.
- Communicate effectively with others.
- Meet schedules and time lines.
- Operate a two-way radio.

**Other Requirements:**

- This position shall be part of the random drug testing pool in accordance with current Federal Department of Transportation Regulations and the policy of the District.

**WORKING CONDITIONS:**

**Work Environment:**

- School bus and outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Evening or variable hours.
- Driving a vehicle to conduct work.

**Physical Demands:**

- Sitting for extended periods of time while operating buses.
- Hearing and speaking to exchange information.
- Reaching, pulling and pushing to open bus doors.
- Bending at the waist, kneeling or crouching to inspect and wash buses.
- Seeing to monitor passengers and operate a vehicle.
- Lifting moderately heavy children or objects.

- Pushing or pulling wheelchairs.
- Dexterity of hands and fingers to operate school bus control panel.

Hazards:

- Traffic hazards.
- Exposure to fumes, dust, odors, oil/grease and gases.
- Exposure to blood borne pathogens may occur

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.*

**CSEA and DISTRICT AGREEMENT**

CSEA \_\_\_\_\_ DATE 6-12-18  
DISTRICT \_\_\_\_\_ DATE 6/12/18

**Board Approved:** May 24, 2018