

SPECIALTY DRIVER

DEFINITION

Under general supervision, operate a school bus or transportation vehicle on a flexible schedule transporting students to and from school and/or on special event trips; perform daily inspections of a school bus and transportation equipment; and do other related work as required.

ESSENTIAL FUNCTIONS

Drive a school bus or transportation vehicle over assigned routes in accordance with an established time schedule; transport children to and from school; load and unload students safely at designated stops and on study trips; stop traffic and escort children across streets, when necessary; maintain bus or transportation vehicle in a clean and orderly condition, and inspect and report any and all mechanical defects or malfunctions; adhere to policies and procedures in maintaining appropriate student behavior and public contacts concerning transportation problems and concerns; complete daily transportation activity record, including number of students transported, type of trip, standby time and route reports; sweep, clean and refuel buses; transport children with special learning needs and physical handicaps; administer basic first aid as required. Responsible for maintaining and submitting reports such as time cards, school bus inspection forms and mileage charts.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Safe driving practices and techniques;

Basic first aid procedures and methods;

Safety and maintenance requirements of school busses and other pupil transportation equipment;

Provisions of the California Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of school children;

Provisions of the Highway Patrol Handbook 82.7.

Ability to:

Drive any school bus in the Transportation fleet and other transportation equipment safely and efficiently;

Maintain appropriate student behavior on a school bus or other transportation equipment;

Perform appropriately in situations requiring tact and diplomacy;

Understand and carry out oral and written directions;

Establish and maintain effective working relationships with those contacted in the course of work;

Relate effectively with racially and ethnically diverse staff, students and community.

EDUCATION AND EXPERIENCE

Education:

Completion of the twelfth grade or equivalent thereof, supplemented by coursework or training in Assertive Discipline Techniques is desirable.

Experience:

Appropriate experience in the transportation of school children and be free of citations and motor vehicle code violations. Completion of a school bus driver training program.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California Driver's License (Class B); possession of the California Special Driver's Certificate – School Bus and Mountain Certification. Possess a standard Red Cross First Aid Certificate or pass a test given by the California Highway Patrol.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Medium work - lifting, carrying, pushing and/or pulling of objects weighing up to 50 pounds. Physical dexterity in limbs and digits necessary to operate a motor vehicle.

Working Conditions:

Operate school buses or passenger vans of various sizes for prolonged periods of time requiring constant attention to traffic and road conditions while maintaining appropriate student behavior. A physical examination may be required prior to employment to this class, and every two years thereafter.

Pre-placement Physical: Class I