

# BUS DRIVER

## COACHELLA VALLEY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**CLASSIFICATION:** CLASSIFIED  
**LOCATION:** TRANSPORTATION DEPARTMENT  
**HOURS:** 182 DAYS/8 HOURS

**GROUP:** 6000  
**SERIES:** 6200  
**CLASS:** 6202  
**STEP:** 32

**SUPERVISION RECEIVED:** DIRECTOR/ASST. DIRECTOR or DESIGNEE

**SUPERVISION EXERCISED:** As assigned

### A. General Description of Position Goals

Under general supervision to drive a school bus for the purpose of bringing students to and from school and other authorized activities and other related work as required.

### B. Essential Job Functions

1. Drives a bus daily over designated routes in accordance with time schedules
2. Transports students, citizens, parents and/or teachers on field trips
3. Assists in maintaining the interior and exterior bus & equipment in a clean and safe condition (may include washing the bus)
4. Sweeps interior of bus daily
5. Maintains good order among the students on the bus
6. Follows district policies regarding the disciplining of students and conduct with parents and citizens
7. Promptly reports broken or defective operation of buses or any other hazardous condition
8. Reports dangerous and blind intersection or any other hazardous condition that exists on bus routes
9. Close all bus windows and doors at the end of your day
10. Daily; must complete and turn in the bus condition report, mileage sheet and timecard
11. Escorts children across streets, stopping traffic as necessary
12. May be assigned seat and window repair, refueling of buses, steam cleaning or assist in the office
13. Clean windows, mirrors and front & rear lights, as required by law
14. Sanitize and clean seats and vehicle chairs
15. Cleans and maintains child seats
16. Installs or removes STAR seats in the bus
17. Lifts children and safely secures them in child seats
18. Safely removes children from child seats when arriving at the school or bus stop
19. Attends training, workshops, meetings, etc... for the purpose of maintaining skills and ensuring compliance with district, local, state and federal requirements

### C. Job Requirements/Qualifications

1. Experience: Three (3) years of experience as a licensed motor vehicle operator, in an educational setting, preferred.
2. Education: High School graduation or the equivalent
3. Licenses, Certifications and/or Testing:
  - Valid CA Class B Driver's License or Higher
  - Passenger Endorsement
  - To have a valid School Bus Driver Certificate
  - Valid medical examiner's certificate
  - Current First Aid Certificate acceptable to CA Highway Patrol
  - Air Brake Endorsement
  - California Motor Vehicle Code and Education Code as it pertains to transporting school students
  - Successfully Pass District Test
4. Knowledge of:
  - Operation of two-way radio

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## BUS DRIVER

- Basic preventative maintenance requirements of automotive equipment
- Interpersonal skills using tact, patience and courtesy

5. Ability to:

- Work under minimal supervision accurately and with attention to detail
- Work effectively in a multi-ethnic setting
- Communicate effectively with individuals from varied educational and cultural backgrounds
- Establish and maintain cooperative working relationships with others
- Understand and follow oral and written directions
- Be courteous, neat and clean at all times
- Be dependable, industrious and in good physical condition
- Be flexible, tactful, use mature judgment, exhibit integrity and resourcefulness
- Maintain accurate records
- Meet schedules and deadlines
- Prioritize and organize

- D. **Physical Requirements:** Employees in this classification stand, walk, sit use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, lift moderately heavy objects; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; sitting for long periods at a desk and in front of a computer; have the ability to occasionally lift up to 50 pounds, frequently lift up to 10 plus pounds and constantly lift a minimum of 5 pounds; have the capability to push 25 pounds maximum force and possess the capability to pull 25 pounds maximum force. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.

**Work Environment:** Employees in this classification work inside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May be exposed to extreme weather conditions for moderate periods of time. Other Atmospheric Conditions include Fumes and Odors (Copier supplies); Dust (Dust and paper dust). The noise level in the work environment is usually moderate.

EFFECTIVE: 8/01/14

BOT Approved: \_\_\_\_\_

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AM  
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