

# Desert Sands Unified School District

## Bus Driver

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### DESERT SANDS UNIFIED SCHOOL DISTRICT

#### Office of Classified Personnel Services

**Classification:** BUS DRIVER **Salary Range:** 74

**Employment Category:** Classified Bargaining Unit **FLSA Designation:** Non-Exempt

#### Job Summary:

Under direction, drives a school bus over designated routes in accordance with time schedules, picking up and discharging students; provides safe and efficient transportation for District students.

#### Essential Job Functions:

- **Assesses** potential emergency situations for the purpose of taking appropriate action to protect the well being of passengers.
- **Assists** students and other passengers for the purpose of providing safe loading and unloading from busses including both emergency situations and normal transport.
- **Attends** training for the purpose of maintaining skills and meeting requirements for school bus certificate.
- **Cleans** assigned vehicles, both interior and exterior for the purpose of maintaining appearance, sanitation and safety of vehicles.
- **Directs** & instructs students and passengers regarding safety for the purpose of enforcing rules, regulations, laws and safety.
- **Drives** school busses for the purpose of transporting students over scheduled routes and/or special excursions.
- **Fuels** assigned vehicle for the purpose of maintaining vehicle in a safe operating condition.

- **Informs** school personnel of practices and incidents (e.g. rules, regulations, laws, procedures) for the purpose of providing information for follow up action and/or proper procedures.
- **Inspects** assigned vehicles prior to operation for the purpose of ensuring that the vehicle is in a safe operating condition and performs the necessary documentation of the inspection.
- **Orients** and instructs special education students and other passengers for the purpose of enforcing rules and regulations and maintaining safety.
- **Prepares** documentation for the purpose of providing written support and/or conveying information as required.

#### Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

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#### Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Must be 21 years of age. Skill to operate school buses and vans in a safe manner, communicate effectively, evaluate schedules and meeting deadlines, plan and organize activities, administer first aid, maintain records, use English in both written and verbal form, use standard office equipment. Skill in the ability to maintain order among students. Knowledge of vehicle operation, basic maintenance requirements and driving codes. Ability to recognize malfunctions in equipment and take appropriate action. Ability to understand and carry out oral and written instructions, work independently, make common sense decisions in potentially critical situations. Ability to learn designated bus routes including stops and traffic hazards. Ability to provide proof of no fault accident(s) report within the last five (5) years, no more than two (2) moving violations within the last three (3) years; no suspensions, and no suspensions or revocations involving alcohol or drug use.
- **Education & Training Required:** Ability to meet the licensing, certification and testing requirements of the position.

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- **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 the ability to push and/or pull persons in a wheelchair (electric unit or other) that require assistance and are legally entitled to request assistance loading to and unloading from vehicles which could weigh up to six hundred (600) pounds; have rapid mental/muscular coordination, lift moderately heavy objects (up to 60 pounds); good vision, 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 in a moving vehicle. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination(s) 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 moving vehicles (bus, van, etc.) with exposure to minor contagious illnesses (colds, flue, etc.) atmospheric conditions (Fumes & Odors = buses, traffic, fuel. Gases = fueling. Dust = pollen, dirt surfaces, outdoor dirt, etc.) in direct contact with the public and other District staff, without immediate guidance from supervisor(s), with a high volume of noise, vibrations and tight schedule deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time.
  
- **Licenses, Certifications, Bonding, and/or Testing Required:**
  - Valid California Drivers license.
  - Provide clear Department of Motor Vehicles history.
  - Must provide a current (within 30 days) H-6 report from Department of Motor Vehicles upon application.
  - Ability to obtain a valid California School Bus Driver Certificate.
  - First Aid Certificate.
  - Drug Testing Clearance.
  - Fingerprint/criminal justice clearance.
  - Tuberculosis clearance.