

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

BUS DRIVER

DEFINITION

To drive a school bus over designated routes for the purpose of transporting students to and from school and on special trips.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Drives a school bus daily over designated routes in accordance with time schedules, picking up and discharging students. Escorts students across streets when necessary, stopping traffic as needed. Transports students and teachers on field trips to various locations making departure and arrival time as scheduled. Assists in maintaining the school bus and other motor equipment in clean and safe operating condition. Maintains good order among students on the bus following District policies regarding the disciplining of children. Makes routine safety checks, reports problems or equipment malfunctions. Maintains records of all trips. Files accident reports when necessary. Attends scheduled safety meetings and safety programs. Reports incidents which affect the safety of pupils. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of safe driving practices. Knowledge of provisions of the California Vehicle Code and the Education Code applicable to the operation of vehicles in transporting students. Knowledge of first aid practices. Ability to drive a school bus safely and efficiently. Ability to maintain order among students on a school bus. Ability to recognize malfunctions in equipment and take appropriate action. Ability to learn a designated bus route, including stops and traffic hazards. Ability to maintain simple records. Ability to work effectively in the absence of supervision. Ability to understand and follow oral and written directions. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
None required.

Training:
Formal or informal training which provides the ability to read and write at a level necessary for job performance.

License or Certificate

Possession of an appropriate, valid California driver's license.

Possession of an appropriate, valid School Bus Driver's Certificate.

Possession of an appropriate, valid medical certificate.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____