

## EVERGREEN SCHOOL DISTRICT

### **CLASS TITLE: BUS DRIVER**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Transportation, operate a school bus to transport students safely and efficiently to and from school, field trips and special events using a designated route; participate in the routine cleaning and servicing of school buses.

#### **REPRESENTATIVE DUTIES:**

Drive the bus over designated routes in accordance with established time lines, picking up and discharging children. *E*

Escort children across the street, stopping traffic as necessary. *E*

Transport students and teachers on field trips to various locations, making departure and arrival time as scheduled. *E*

Inspect bus according to the California Highway Patrol check list and prepare related reports. *E*

Maintain bus in clean and safe operating condition including the interior and exterior of the bus. *E*

Maintain order and discipline among passengers on the bus in accordance with District policies related to disciplining students. *E*

Maintain records relating to mileage, fuel and oil; prepare reports relating to student behavior and write citations as appropriate; maintain seating charts. *E*

Communicate with parents and teachers and resolve issues or concerns as needed. *E*

Provide emergency first aid as needed.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Safe and defensive driving practices.

Safe operation of school buses.

Applicable traffic and student transportation laws, codes and regulations.

Geography and road systems of the local area.

First Aid procedures.

Basic record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

##### **ABILITY TO:**

Drive a school bus safely and efficiently

Maintain safe discipline level among passengers.

Learn and apply District policies and procedures related to student discipline.

Observe legal and defensive driving practices.

Learn and follow designated routes and time schedules.  
Read and interpret maps.  
Maintain bus in clean and proper working condition.  
Conduct safety inspections and perform routine preventive maintenance.  
Administer first aid to ill or injured children.  
Maintain routine records.

Understand and follow oral and written directions.  
Communicate effectively with others.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Class B driver's license with passenger and air brake endorsements.  
Valid Medical Card.  
Valid First Aid Certificate issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIROMENT:**

School bus and outdoor environment.  
Fumes and noise from vehicle operations

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Seeing to monitor students.  
Sitting or standing for extended periods of times.  
Bending at the waist, kneeling or crouching to inspect and wash the bus.  
Climbing ladders or steps.  
Reaching overhead, above the shoulders or horizontally.  
Lifting, pushing, or pulling moderately heavy objects.

**HAZARDS:**

Traffic Hazards  
Driving a vehicle during adverse weather conditions.

Classified salary Schedule: Range 30

