



JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Bus Driver

Revised 7/11

DEFINITION

Under the supervision of the Transportation Supervisor, operates a school bus over designated routes to transport students safely and efficiently; perform regular safety inspections; prepare a variety of records and reports related to assigned activities; and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Drive a bus on a daily basis over designated routes picking up and discharging students in accordance with specified times schedules. E
- Transport students and staff on special trips to various locations within the state. E
- Maintain order among students while on the bus and while at bus stops. E
- Follow specified start up and shut down procedures before and after each run. E
- Maintain bus cleanliness in accordance with district guidelines. E
- Prepare log and reports as directed. E
- Conduct required daily safety inspections of buses, inspecting interior, exterior and engine of the vehicles. E
- Report major mechanical malfunctions or other problems as required. E
- Maintain mileage, logs, time records, and related records as required. E
- Determine appropriate action in potential or real medical emergency situations according to established guidelines and administer first aid to passengers as needed. E
- Attend safety meetings and driver education and safety programs as directed. E
- Maintain effective bus and bus-to-base communications. E
- Maintain effective communications between co-workers, supervisor, and dispatcher. E
- Maintain required in-service hours needed and required by law to maintain current school bus drivers license. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Experience

Bus driver experience desired.

Sufficient training and experience to demonstrate the knowledge and abilities listed below.

Licenses and Other Requirements

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

California School Bus Driver's License

Unrestricted California Special Driver Certificate for school bus operation

Basic First Aid Certification

KNOWLEDGE AND ABILITIES

Knowledge of

- Safe and defensive driving practices.
- Proper operations of a school bus.

- Applicable traffic and student transportation laws, codes, and regulations (Calif. Motor Vehicle Code and Education Code).
- State and local traffic laws and regulations.
- School district geography.
- Basic first aid procedures.
- Basic record keeping and report preparation techniques.
- Interpersonal skills using patience, tact, and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

Ability to

1. Drive a school bus safely and efficiently.
2. Maintain a safe discipline level among passengers.
3. Observe and report safety hazards and need for maintenance and repairs.
4. Read and navigate from visual and written maps.
5. Learn and apply District policies and procedures related to student discipline.
6. Observe legal and defensive driving practices.
7. Maintain bus in clean and proper working condition.
8. Conduct safety inspections.
9. Administer first aid.
10. Maintain routine records.
11. Understand and follow oral and written directions.
12. Communicate effectively and professionally with others.
13. Meet schedules and time lines.
14. Operate a two-way radio and other communication equipment.
15. Handle situations with tact and diplomacy.
16. Work cooperatively with others.
17. Adjust to situations as necessary.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times.
- Direct contact with the public, students, and other District staff.
- May be exposed to heights, loud noises, fumes, dust, and other odors.
- Some assignments may require use of restraint procedures due to the nature and severity of the disabilities and/or assaultive or self abusive tendencies of pupils.
- May complete routes within tight deadlines and continuously changing priorities and interruptions.
- Work with moving vehicles and motorized wheelchair lifts and equipment.

Physical Demands

- Sitting, standing, and walking for extended periods of time.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Continuous use of hands, fingers, and wrists repetitively.
- Using both hands and legs simultaneously.
- Repeated stooping, bending, and kneeling.
- Occasional pushing, pulling, and maintaining balance.
- Reaching over head.
- Rapid mental/muscular coordination.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Accurate depth perception.
- Clarity of vision at varying distances to see small details and have color vision/distinguish shades.

- Operate mobile motorized equipment.
- Drive a vehicle to conduct work.

Hazards

- Working with tools, and powered machinery.
- Possible contact with blood borne pathogens and /or bodily fluids.