

**EL DORADO UNION HIGH SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Classified Personnel

**SCHOOL BUS DRIVER
AR 4219.3—70**

DEFINITION

Under general supervision, to operate a school bus over designated rural, mountainous routes in transporting students safely and efficiently to and from school; to drive students to and from special events without designated routes; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform school bus driving duties over mountainous terrain and under extremes of weather. Incumbents are expected to make decisions pertaining to the safety of student riders relevant to road and climate conditions affecting safety including the installing and removing bus tire chains weighing approximately 30 pounds is expected of incumbents.

EXAMPLES OF DUTIES

- Drives a bus daily or as assigned over designated rural and mountainous routes in accordance with time schedules, pickup, and/or discharging students
- Stops traffic as necessary to escort students safely across streets
- Installs tire chains as may be necessary
- Maintains buses and other vehicles in a clean and safe condition, such as cleaning, sweeping, and washing buses and minor seat repairs
- Maintains good order among students on the buses
- Follows District policies regarding the disciplining of students
- Instructs students in various aspects of passenger safety; conducts bus evacuation drill
- Keeps records of the operation of assigned vehicles which are required by the District
- Completes daily reports on the operating condition and/or defects of an assigned bus
- Conducts daily safety inspections of assigned bus before beginning the route
- Checks oil, fluid levels, and safety equipment
- Attends training sessions as assigned
- Administers first aid to students
- Provides special care and assistance to students as appropriate
- Maintains current knowledge of federal, state, city, and District regulations applicable to the position
- Performs related work as required.

LICENSE REQUIRED

- Possession of a valid and appropriate California Driver's License
- Successful completion of the driving and written examinations for school bus drivers given by the California Highway Patrol
- Possession of a valid Red Cross First Aid Card
- Possession of a valid California Special Driver's Certificate (School Bus).

QUALIFICATIONS

Knowledge of:

- Provisions of the California Motor Vehicle Codes and current District regulations applicable to the operation of vehicles in the transportation of students
- The school district and surrounding area
- Appropriate safety precautions and procedures.

Ability to:

- Drive buses and vehicles of various sizes safely, observing legal and defensive driving techniques
- Maintain simple records
- Pass a physical examination as prescribed by the state
- Maintain a safe discipline level among students
- Administer first aid
- Read a map
- Install bus tire chains properly
- Understand and carry out verbal and written instructions
- Establish and maintain effective relationships with those contacted in the course of work

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level experience in school bus driving; or

Completion of required training in school bus driving.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

- Positions in this class perform work which involves the lifting, carrying, and/or pushing of objects
- Positions in this class must pass an Employee Entrance Examination which requires floor lift of 50 pounds and chest lift of 50 pounds.

Mobility:

- Positions in this class require the mobility to stand, stoop, reach, and bend.
- Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Vision:

- Positions in this class require vision (which may be corrected) to read small print.