

## **Escondido Union High School District Job Description**

Job Title: School Bus Driver / Instructor  
Employee Unit: Classified Bargaining Unit  
Job Family: Transportation  
FLSA Status: Nonexempt  
Salary Level: 29  
Approved By: Board of Education  
Approved Date: 10/16/07

### **NATURE OF WORK**

Under the direction of the Director of Transportation, conduct training activities for new bus drivers and in-service activities for license renewals and for special training; drive a school bus over a designated route in accordance with time schedules.

### **DISTINGUISHING CHARACTERISTICS:**

Responsible for planning and carrying out training activities for school bus drivers. Position evaluates the driving ability of bus drivers to obtain new licenses or to renew license in accordance with State code and provide drivers with the expertise to safely and efficiently drive buses and correctly conduct mandated pre-trip inspections. Establish and maintain required documentation of training as part of the Transportation Department's adherence to State requirements and may represent the Director at the scene of each accident involving a district driver.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assist the Director of Transportation for the purpose of improving the driving ability of school bus drivers to obtain new licenses or to renew license in accordance with State code.

Conduct training activities (i.e. classes and behind-the-wheel training) for the purpose of providing drivers with the expertise to safely and efficiently drive buses and correctly conduct mandated pre-trip inspections. Conduct safety check rides with the drivers.

Develop, improve, refine training methods and materials for the purpose of improving drivers' skills and knowledge.

Evaluate school bus stops to ensure safety and compliance with state and federal laws.

Establish and maintain documentation and related procedures and systems for the purpose of conforming to State code and transportation industry regulations and requirements.

Drive a school bus over designated routes in accordance with time schedules, picking up and discharging students. Drive a school bus on athletic trips and other extra-curricular field trips as assigned.

Understand and follow oral and written directions.

Read, interpret and follow rules, regulations, policies and procedures.

Meet schedules and time lines.

Establish and maintain effective working relationships with others.

Maintain records and prepare reports.

Observe legal and defensive driving practices.

Read and interpret a road map.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Assist the dispatcher and Director with the operational needs of the department

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and five years experience operating school buses or two years experience operating heavy vehicles required in type A or B driver's licenses

### **KNOWLEDGE OF:**

School transportation practices and techniques typical to performing the duties of the position. State codes and requirements relating to transportation.

### **ABILITY TO:**

Read and understand documents such as safety rules, operating and maintenance instructions, procedure manuals, district policies and government regulations; write routine reports and correspondence; speak effectively before groups of students, parents, managers and other employees of the district; understand and/or speak some Spanish helpful but not required. Demonstrated ability to safely drive a school bus and other automotive equipment with efficiency; maintain order among students on the bus, recognize potential problems and effectively and calmly diffuse hostile situations; successfully comply with Department of Transportation drug and alcohol testing; focus on driving and traffic situations with student noise and activity on bus; recognize problems with bus such as engine sounds, etc.; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, percent and distance..

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Class B Driver's License with passenger endorsement  
School Bus Certificate  
Current medical card  
Current CPR/First Aid certifications  
Credential from School Bus Driver Instructor's Academy

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and smell. The employee frequently is required to climb or balance. The employee is occasionally required to stand, walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

Work involves both classroom environment and driving a school bus; subject to disciplining students while driving. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and vibration. The employee is occasionally exposed to wet and/or humid conditions and extreme heat. The noise level in the work environment is usually moderate, occasionally loud.

## **COMMENTS**

Escondido Union High School District School Bus Driver / Instructors are expected to present themselves in a professional manner, dress appropriately with proper personal hygiene. To successfully serve as a School Bus Driver/Instructor in the Escondido Union High School District, employee is responsible for planning and carrying out training activities for School Bus Drivers. As a School Bus Driver, the employee must be committed to providing safe transportation to students, be willing to work as a team member to assure that all routes are covered, and recognize the importance of adhering to a strict time schedule.