

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: SCHOOL BUS DRIVER / TRAINER

SALARY: RANGE 34 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of the Transportation Supervisor, provide behind the wheel training to other District School Bus Drivers; ensure basic skill levels and state certification requirements are met for each District School Bus Driver; safely transport students/special education students and other passengers over scheduled routes and/or to/from special excursions; ensure vehicle is in safe operating condition; ensure safety of all passengers during transport and while loading and unloading to/from buses.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Conduct classroom and behind the wheel training to evaluate and review the performance of each District School Bus Driver or applicant to ensure job knowledge, skill, and compliance with state requirements.

Evaluate the performance of District School Bus Drivers to ensure that basic skill levels and state compliance requirements are met.

Instruct District School Bus Drivers on school bus regulations and safety procedures.

Assess incident reports, complaints, accident reports, and/or potential emergency situations to resolve or recommend a resolution for the situation.

Drive District buses (type 1 and/or type 2) to transport students/special education students and other passengers over scheduled routes and to/from school and/or field trips in a safe and timely manner.

Advise students/special education students and other passengers of behavior requirements to enforce rules and regulations and maintain safety.

Assist students/special education students and other passengers (e.g. cars seats, seat belts, wheelchair straps, harnesses, etc.) for the purpose of providing safe boarding to and from buses, including both normal transport and emergency situations (e.g. bus evacuations).

Inspect assigned vehicles to ensure that the vehicle is in a safe operating condition and meets state requirements; check all operating systems and equipment, brakes, fuel and oil gauge levels, tire pressure, fire extinguisher, first aid kit, windows, locks, doors, buzzers, etc.

Attend meetings, training sessions, etc. to meet all requirements of the School Bus Driver Certificate, maintain skills, and receive and/or convey information.

Clean assigned bus to maintain appearance, sanitation, and safety of vehicle; sweep floor, remove trash, clean inside windows, seats, and general interior.

Clean and properly dispose of bodily fluids, including blood, urine, feces, etc.; properly disinfect assigned bus of all biohazards.

Prepare a variety of documentation – incident report, safety check, student count, mileage, etc.

Provide basic first aid as assigned by the position; arrange for emergency medical services as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Classroom and behind the wheel training.
- ▶ Basic skill levels and state compliance requirements.
- ▶ State and District safety requirements and regulations regarding the transportation of school children.
- ▶ School Bus Drivers and Motor Carriers Handbook.
- ▶ School bus regulations and safety procedures.
- ▶ California Motor Vehicles Code.
- ▶ Two-way radio codes; proper radio and telephone etiquette.
- ▶ Education Code applicable to the operation of vehicles in transporting school children.
- ▶ District Board policy applicable to the operation of vehicles in transporting school children.
- ▶ Health and safety regulations.
- ▶ Proper handling and disposal of hazardous materials.
- ▶ Basic computer operation.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Basic first aid.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- ▶ Provide classroom and behind the wheel training for District School Bus Drivers.
- ▶ Evaluate the performance of District School Bus Drivers to ensure that basic skill levels and state compliance requirements are met.
- ▶ Instruct District School Bus Drivers on school bus regulations and safety procedures.
- ▶ Assess incident reports, complaints, accident reports, and/or potential emergency situations to resolve or recommend a resolution for the situation.
- ▶ Operate a District school bus exercising good judgment and safety precautions.
- ▶ Operate a two-way radio.
- ▶ Maintain order among all passengers on a school bus.
- ▶ Learn designated bus routes, bus stops, and District traffic hazards.
- ▶ Analyze situations accurately and adopt an effective course of action.
- ▶ Observe legal and defensive driving practices.
- ▶ Observe health and safety regulations.
- ▶ Communicate effectively both orally and in writing.

- ▶ Understand and follow oral and written directions.
- ▶ Establish and maintain cooperative and effective working relationships with others.
- ▶ Prepare and maintain a variety of records and reports.
- ▶ Operate a computer terminal.
- ▶ Provide basic first aid.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and a minimum of five years of experience driving a school bus. Previous knowledge of, and experience with, special education students of all ages preferred.

OTHER REQUIREMENTS:

- ▶ California Department of Education Instructor Training Program Certificate.
- ▶ Valid California Class B driver's license.
- ▶ Valid California School Bus Certificate.
- ▶ DMV Pull authorization for NUSD.
- ▶ Valid First Aid and CPR Certificate issued by an authorized agency.
- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.
- ▶ Pass pre-employment physical exam and drug test.
- ▶ Regular drug testing (provided by District).
- ▶ Must attend all District designated training sessions including Special Needs Training.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Driving a District school bus to conduct work.
- ▶ Working with students/special education students.
- ▶ Seasonal heat and cold or adverse weather conditions.
- ▶ Shop environment when not driving.
- ▶ Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate bus and equipment.
- ▶ Sitting for extended periods of time.
- ▶ Seeing and hearing to perform driving duties.
- ▶ Hearing and speaking to communicate with passengers, dispatcher, and other staff.
- ▶ Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- ▶ Reaching overhead, above the shoulders and horizontally.
- ▶ Bending, crouching, kneeling and stooping.

POTENTIAL HAZARDS:

- ▶ Driving a District school bus during adverse weather conditions.
- ▶ Changing traffic conditions.
- ▶ Working around or with machinery having moving parts.
- ▶ Exposure to/direct contact with bodily fluids/bloodborne pathogens.
- ▶ Exposure to chemical fumes and vapors such as gasoline and diesel fuel.