

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SCHOOL BUS DRIVER

BASIC FUNCTION:

Under the direction of the Manager, Transportation, drive a school bus to transport special education students safely and efficiently to assigned locations along designated routes.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Drive a school bus along designated routes; pick up and discharge special education students in accordance with established time lines; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.

Maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with County Office policies related to disciplining students; report behavior issues to appropriate personnel; assure student understanding of bus rules.

Transport students between home, school therapy, work sites, field trips and other assigned locations; assure safety of students; oversee the loading and unloading of physically and mentally handicapped students; assist students with crossing streets as needed.

Assure students are safely fastened into their seats; utilize and assist students with wheelchair lifts, tie-downs, safety vests, wrist restraints, car seats and seat belts as necessary.

Monitor students with special health problems; determine appropriate action in emergency situations according to established guidelines; administer first aid and CPR to passengers as needed; request emergency assistance as necessary.

Conduct required daily safety inspections of buses; inspect the interior, exterior and engine of buses to assure safe operational condition; check brakes, brake lights, doors and other equipment; report mechanical malfunctions or other problems as needed; secure safety equipment.

Maintain buses in a clean and safe operating condition; clean windows, mirrors and bus interior; wash bus exterior; replenish fuel as needed.

Communicate with County Office personnel and outside agencies to exchange information and resolve issues or concerns; operate a two-way radio during communications.

Maintain various records and logs related to mileage, maintenance, student behavior, fuel receipts, incidents, inspections and assigned activities; prepare accident and student incident reports as needed.

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Attend and participate in various mandated in-services and trainings as assigned.

Conduct school bus evacuation drills as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe and defensive driving practices.

Proper operation of school buses.

Applicable traffic and student transportation laws, codes and regulations.

Basic record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Problems and concerns of students with special needs.

Health and safety regulations.

Oral and written communication skills.

Basic first aid and CPR procedures.

ABILITY TO:

Drive a school bus safely and efficiently.

Learn and apply County Office policies and procedures related to student discipline.

Maintain a safe discipline level among passengers.

Observe legal and defensive driving practices.

Learn and follow designated routes.

Maintain bus in clean and proper working condition.

Conduct safety inspections and maintain daily inspection sheets.

Administer first aid.

Maintain routine records.

Understand and follow oral and written directions.

Communicate effectively with others.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B commercial driver's license with passenger and air brake endorsements.

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Valid California School Bus Driver Certificate.

Valid First Aid and CPR Certification issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

School bus and outdoor environment.
Exposure to fumes, dust, odors, oil/grease and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting for extended periods of time while operating buses.
Hearing and speaking to exchange information.
Reaching, pulling and pushing to open bus doors and move wheel chairs.
Bending at the waist, kneeling or crouching to inspect and wash buses.
Climbing ladders or steps.
Reaching overhead, above the shoulders or horizontally.
Seeing to monitor passengers and operate a vehicle.
Lifting heavy children or objects as assigned by the position.

HAZARDS:

Traffic hazards.
Driving a vehicle during adverse weather conditions.
Fumes from chemical cleansers and bus operation.
Contact with dissatisfied or abusive students.