

**CARMEL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION - CLASSIFIED**

POSITION: BUS DRIVER- SPECIAL EDUCATION

RANGE: 15

A. PRIMARY FUNCTION

Under general supervision, to operate a school bus over designated routes; to safely transport pupils with disabilities; to assist in the general cleaning and servicing of school buses; and to do related work as assigned (e.g. general education routes).

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Follow laws and regulations regarding school bus operation as prescribed by the California Motor Vehicle Code and the California Highway Patrol.
2. Safely transport pupils over designated routes in accordance with time schedules.
3. Load and unload pupils safely, quickly and efficiently; physically assist pupils on and off the bus when required; and escort students across streets when necessary, stopping traffic as required.
4. Operate wheelchair ramp and lift; safely and properly secure wheelchairs inside bus.
5. Properly utilize safety harnesses and restraints as required.
6. Secure and transport pupil's medication as necessary.
7. Maintain good order among students while the bus is in motion and while parked at bus stops, using methods suitable to the special needs of individual pupils.
8. Cooperate with staff and parents at all times, including when loading and unloading pupils, when delivering written notes and notices between teachers and parents, and when informing parents and teachers of route changes.
9. Transport students and teachers on special trips to various locations, choosing the best route and departing and arriving as scheduled.
10. Pick up and deliver materials, including lunches, between schools.
11. Inspect bus prior to each operation for safety purposes as required by law, and report any mechanical defect.
12. Keep bus clean inside and outside.
13. Follow Board and Administrative regulations.
14. Follow procedures as required by law in case of an accident.
15. Render first aid or emergency assistance as needed.
16. Complete required records regarding assigned students and bus operation in an accurate and timely manner.
17. Exercise safe driving practices and maintains a safe driving record.
18. Attend In-Service training as required by law and regulations.

C. QUALIFICATIONS

1. Knowledge of:
 - a. First Aid procedures (must possess a First Aid Certificate issued by the American Red Cross or other recognized authority).
 - b. Safe driving practices.
 - c. Methods of maintaining order in an age/disability appropriate manner.

- d. Provisions of the California Motor Vehicle Code, Highway Patrol Regulations and the Education Code applicable to the operation of vehicles in the transportation of students.
2. Ability to:
 - a. Drive all types of student transport vehicles within the CUSD fleet safely and efficiently.
 - b. Maintain order among students while driving a school bus.
 - c. Communicate effectively and follow oral and written directions in the English language.
 - d. Complete and maintain accurate and legible records and reports.
 - e. Establish and maintain friendly, cooperative and effective working relationships with all persons contacted in the course of work.
 - f. Participate in preventative maintenance and safety workshops.
 3. Licensing:
 - a. Possession and maintenance of an appropriate valid California Driver's License.
 - b. Possession and maintenance of an appropriate valid California School Bus Certificate as issued by the Department of Motor Vehicles.

D. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

1. Physical, mental and emotional stamina to perform the duties and responsibilities associated with this position.
2. Visual acuity sufficient for the purposes of reading instructions, maps, labels, documents and other printed matter; for the safe operation of equipment; and for driving a school bus and observing students.
3. Auditory acuity sufficient to understand speech at normal levels in person, on the telephone, and/or on two-way radio.
4. Speech clarity with sufficient volume so others will be able to understand a normal conversation in person, on the telephone, and/or on two-way radio.
5. Manual dexterity sufficient to write; use telephone, do business and cleaning in a safe and efficient manner.
6. Physical strength to lift/carry equipment and supplies weighing up to 25 pounds and children weighing up to 60 pounds.
7. Physical agility to push/pull, squat, twist, turn, bend, stoop, reach overhead, climb and run.
8. Physical mobility sufficient to move about the work environment, drives a bus or automobile, and responds to emergency situations.
9. Physical stamina sufficient to sit for prolonged periods of time.
10. Physical tolerance to be exposed to dust, pollen, specific agents/chemicals, cleansers and foul smells.
11. Mental acuity to collect and interpret data, define problems, establish facts, draw valid conclusions, and make sound judgments and decisions.

E. WORKING CONDITIONS

School bus working environment subject to sitting for long periods of time, bending to clean the bus, crouching to check tires, climbing bus steps, pushing/pulling of shifting lever and pedals, and reaching in all directions.