

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

POSITION: BUS DRIVER

RANGE: 15

A. PRIMARY FUNCTION

Under general supervision, to operate a school bus to transport students over designated route; to assist in the general cleaning and servicing of school buses; and to do related work as assigned.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

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

1. Drive a school bus daily, or as assigned, over designated routes in accordance with time schedules, to pickup up and discharge students.
2. Escort students across streets when necessary, stopping traffic as required.
3. Transport students and teachers on special trips to various locations, choosing the best route and departing and arriving as scheduled.
4. Inspect bus prior to operation for safety purposes.
5. Keep bus clean inside and outside, and report any mechanical defects.
6. Maintain good order among students on the buses and while the bus is in motion and while parked at bus stops.
7. Follow District policies regarding student control, and contact with parents and public.
8. Render first aid or emergency assistance as needed.
9. Maintain required records on assigned route and bus operation.
10. Exercise safe driving practices and maintain a safe driving record.

C. QUALIFICATIONS

1. Knowledge of:
 - a. First Aid procedures.
 - b. Safe driving practices.
 - c. Methods of maintaining order in a diplomatic manner.
 - d. Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transportation of students.
2. Ability to:
 - a. Drive a school bus and other automotive vehicles safely and efficiently.
 - b. Maintain order among students while on a school bus and within control of a school bus.
 - c. Follow oral and written directions.
 - d. Establish and maintain friendly, cooperative and effective working relationships with all persons contacted in the course of work.
 - e. Participate in preventative maintenance 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. Ability to see 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.
2. Ability to hear and understand speech at normal levels in person, on the telephone, and or on two-way radio.
3. Ability to communicate so others will be able to clearly understand a normal conversation in person, on the telephone, and or on two-way radio.
4. Ability to operate a school bus with dexterity and in a safe and efficient manner.
5. Ability to occasionally lift/carry equipment and supplies weighing up to 25 pounds.

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.

REVISED: 01/01/95